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City and County of San Francisco
Public Library Commission

Art Agnos
Mayor

Steven A. Coulter
President

Jean Kalil
1st Vice President

Edward F. Callanan, Jr.
2nd Vice President

Dale A. Carlson
Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
JANUARY 2, 1990
FIRE DEPARTMENT HEADQUARTERS
260 GOLDEN GATE AVENUE, ROOM 210
4:30 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. President's Report

A. Approval of Resolution #1511, Development Policy of the San Francisco Public Library Commission

IV. City Librarian's Report

A. Report from Richard Evans, Director, Department of Public Works
B. Report from Ephraim Hirsch, Structural Engineer

V. Other Reports

A. Friends of the Library: Jane Winslow

VI. Committee Reports

A. Operations/Automation Committee
B. Personnel Committee
   1. Approval of Resolution #1512, NCS/Temporary Appointments
   2. Approval of BALIS Advisory Board Membership
C. Finance/Budget Committee
   1. Report of December 15 meeting
   2. Approval of Resolution #1513, Grants - San Francisco Public Library Commission Policy
D. Public Relations Committee
E. Facilities Committee

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VII. Unfinished Business

A. Re-opening Presidio Branch Library
B. Library for the Blind

VIII. New Business

A. Report of Nominating Committee
   1. Recommendation for Officers

IX. Announcements and other Concerns

X. Matters to be Referred to Committee during January

XI. Public Comment

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

XII. Adjournment

RESOLUTION #1512

RESOLVED, The San Francisco Public Library Commission hereby adopts the Development Policy recommended at the December 5, 1989 regular Commission Meeting.

DEVELOPMENT POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Overview

The San Francisco Public Library system must have an effective community-business-government partnership in order to raise the necessary funds to achieve its goal of becoming one of the nation's great libraries by the 21st century.

The SFPL Commission applauds and encourages the efforts of those individuals and groups seeking to help the library meet its strategic service goals for the people of San Francisco. The intent of this resolution is to tie together all fundraising activities for the SFPL under a single policy umbrella in order to maximize the success of each effort. It is hoped these important activities can be aided by setting up a coordination process, defining clear roles and objectives, and establishing a policy on gift recognition.

Library Policy on Development

- Only those groups and individuals officially authorized by the Library Commission may raise funds in the name of the SFPL. The authority to use the name of the Library is limited and is only for the purpose of raising funds for the Library. Those groups and their roles are stated in the Addendum. The City Librarian is requested to canvas the SFPL system for all internal fund/grant raising activities, develop a process for including them in this coordination process and report back to the Commission.

- Any group of SFPL department or SFPL employee authorized agrees to coordinate all fundraising activities with an oversight team established by the City Librarian. These groups will regularly inform the Commission of their progress and activities either directly or through the City Librarian.

- Because of the high profile nature of the Library Foundation campaign, all groups will work under a unifying theme for the duration of that campaign. This theme will be developed by the oversight team and the City Librarian in cooperation with the Commission.

- All monies raised will be in support of the SFPL goals and objectives as defined by the Commission. This will be done in accordance with existing City Charter and Administrative Code provisions.

- The Commission agrees to work closely with the Library Foundation in seeing that major donors receive proper recognition for their gifts. This is an important and appropriate part of any major campaign. The Commission authorizes the City Librarian and the Library Foundation to develop significant gift opportunities and appropriate recognition which can be used by the Foundation in its efforts.

  The Office of the City Attorney has reviewed various ordinances and Charter provisions and determined that the Library Commission has the authority to name individual rooms, services, other building parts or the Library building itself after appropriate individuals, corporations or groups.

  While the Library Commission must give final authorization to any naming activities, such authorization will not be unreasonably withheld. The Commission is completely supportive of the Foundation effort and what it can mean for the future of the library.

- The Commission recognizes the need to review and upgrade this Development Policy as projects are completed, needs change and opportunities arise.

Addendum - Authorized Support Groups and Roles

1. ***Friends of the San Francisco Public Library***:

   Organized in 1961, the Friends is "dedicated to the creation and support of a first class public library system in San Francisco." Its basic focus is in program support and development. The Friends Long Range Plan breaks out key elements:

   -- improve the ability of the library to serve the needs of the diverse populations of the City.

   -- enhance the use of the public library system as a center of the literary, educational and cultural life of the City.

2. ***Library Foundation of San Francisco***:

   The focus of the Library Foundation will be furnishing the new main library building in Marshall Square. It is still in a start up phase for the campaign.

   The exact dollar amount to be raised and specific details of the campaign are still being determined but it will be the largest fundraising effort ever attempted by SFPL. Details on transferring funds once raised and needed by the new building and issues surrounding a possible endowment program will be worked out later.

3. Project Read:

This program raises money for its adult literacy program. The Friends of the Public Library has served as the fiscal agent for state funding which ended this year. In the past, Project Read has done additional fundraising to supplement legislative monies. The Friends and the City Librarian should assess how this important program should be positioned in the SFPL family in the future.

4. Friends of the Japanese Collection:

This group supports the growing Japanese language collection at the Western Addition Branch. The Friends of the Public Library serves as its fiscal agent.

5. Government and Charitable Grants:

Various grantmaking efforts aimed at specific government agencies and businesses are managed internally by the SFPL system. These need to be managed as part of the Development Program.

6. City Guides:

This program, sponsored by the Friends of the SF Public Library, is a volunteer group who give free walking tours of San Francisco's many diverse neighborhoods.

Objectives: Preserve and perpetuate SF history and folklore; and interpret the cultural and ethnic impact of the neighborhoods on the City. The Guides promote use of the SFPL since most of their information comes from the library archives and frequently begin tours at the Main Library or a branch. In the spirit of the library, services are provided free of charge to the general public. It has its own board and executive director and does its own fundraising.

RESOLUTION #1512

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF DECEMBER, 1989. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF DECEMBER, 1989.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1989, be approved:

3602 Library Page, Part-Time

Shaw, Allison
Render, Anglean
Landry, Dana
O'Neil, Mary
Khuu. Patricia
Richson, Van
Chu, Alvin
Nguyen, Linh

3602 Library Page, Full-Time

Zhou, Liming

1444 Secretary I, Full-Time

Robinson, Carmen

3630 Librarian I, Part-Time

Meserve, Barbara

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Thompson, Jerald
Lu, Hong
Wagner, Yanik
Goza, Dennis
Whitfield, Kirk
Freeman, Greg
Eng, Suzanne
Tran, Quoc

RESOLUTION #1513

RESOLVED, The San Francisco Public Library Commission hereby adopts the Grants Policy recommended by the Finance/Budget Committee:

GRANT POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The City Librarian shall be authorized to apply for grants without prior approval of the Library Commission in any of the following circumstances:

1. The total grant is $10,000 or less
2. The grant is a continuation of a previously approved grant
3. The grant is solely for the purchase of library materials

When the grant application is successful, the City Librarian will report to the Library Commission's Finance Committee details of the grant.

Grant applications which do not fall into one of the above categories will continue to go to the Library Commission for approval to "apply, accept and expend".

City and County of San Francisco
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Mayor

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2nd Vice President

Dale A. Carlson
Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
FEBRUARY 6, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. President's Report

V. City Librarian's Report

A. Emergency State funds for inventory system
B. Update on offsite storage
C. Status New Main - Kathy Page

VI. Other Reports

A. Friends of the Library: Jane Winslow

VII. Committee Reports

A. Operations/Automation Committee: Commissioner Chin
1. Report of 1/19/90
B. Personnel Committee:
1. Approval of Resolution #1514: NCS/Temporary Appointments
C. Finance/Budget Committee: Commissioner Carlson
1. Update of FY 90/91 Budget Request
D. Public Relations Committee: Commissioner Normandy
E. Facilities Committee: Commissioner Swig

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VIII. Unfinished Business

A. Report on libraries in Paris, Rotterdam and Berlin

IX. New Business

X. Announcements and other Concerns

XI. Matters to be Referred to Committee during February

A. Continued discussion of meeting room policy

XII. Public Comment

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

XIII. Adjournment

RESOLUTION #1514

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF JANUARY, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1990 be approved:

3602 Library Page, Part-Time

Chieng, Nancy
Dougherty, Muire
Lake, David
Drury, Danielle
Yue, Johnson
Aguirre, Rosemarie

1446 Secretary II, Full-Time

Bedard, Anthony
Colaso, Penny J.

3630 Librarian I, Part-Time

Madara, Bella J.

7334 Stationary Engineer, Full Time

Wanig, Charles B.

7334 Stationary Engineer, As Needed

Vallerga, Louis R.

7335 Truck Driver, As Needed

Anderson, William F.
Harrison, Robert

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Aguirre, Rosemarie
Robinson, Nichelle
Smith, Todd
Geddes, Anna
Lee, Lillian
Reuben, Julie
Oconchuir, Ruairi
Tran, Anh
Yee, Lupita

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
MARCH 6, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

DOCUMENTS DEPT.
MAR 5 1990
SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Roll Call**

IV. **Approval of Minutes**

A. November 21, 1989 Special Commission Meeting
B. December 5, 1989 Regular Commission Meeing

V. **President's Report**

A. Library for the Blind
B. Discussion of Committee assignments and structure
C. Election of Second Vice President
D. Approval of Resolution #1516: Supporting Art Commission's desire to relocate to new office space

VI. **City Librarian's Report**

A. Bay Area Book Festival - Marcia Schneider
B. Portola Branch Re-opening
C. New Main Building Program Plan - Kathy Page
D. Strategic Plan Update

VII. **Other Reports**

A. Friends of the Library: Jane Winslow
B. Librarian's Guild: Ruth Maginnis

VIII. **Committee Reports**

A. Operations/Automation Committee: Commissioner Chin
B. Personnel Committee:
   1. Approval of Resolution #1517: NCS/Temporary Appointments
C. Finance/Budget Committee: Commissioner Carlson
D. Public Relations Committee: Commissioner Normandy
E. Facilities Committee: Commissioner Swig

IX. New Business

X. Announcements and Other Concerns

XI. Matters to be Referred to Committee during March

A. Priorities for Continuation of Branch Renovation
B. Policy for Language Diversity

XII. Public Comment

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

XIII. Adjournment

RESOLUTION #1517

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF FEBRUARY, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1990 be approved:

3602 Library Page, Part-Time

Borges, Jose
Davis, Clifford
Dockery, Tanya
Marcelo, Linda
Mitchell, Audra
Neubauer, Thomas
Peabody, Thomas
Robins, Jennifer
Shea, Patrick
Smits, Robert
Sullivan, Monique
Taylor, Lisa
Whitmer, Richard

3610, Library Assistant, Full-Time

Ha, Jerry

3630 Librarian I, Part-Time

Delgadillo, Isabel
Fan, Mark
Lee, Irene
Stevens, Shelley
Wampole, Eileen

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Wong, Wylie
Aldana, Anthony
Burgess, Timothy
Govorchin, Michael
Le, Anh
Richson, Van
Lee, Willie

1444 Secretary I, Full-Time

Robinson, Carmen

3630 Librarian I, Part-Time

Harrison, Edna

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4/3/90

DOCUMENTS DEPT.
MAR 30 1990
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
APRIL 3, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

AGENDA

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Roll Call**

IV. **President's Report**

A. SFPL Compact
B. Discussion and recommendation for Committee structure
C. Letter from California Chapter of the Blind supporting move of Library for the Blind to New Main Library
D. Cost estimate for continuance of walk-in service for Library for Blind and Print Handicapped

V. **City Librarian's Report**

A. Summer Reading Program: Neel Parikh
B. Update of branch services in southeast section of San Francisco: Hope Hayes
C. Update on Partnership for Change Grant: Hope Hayes

VI. **Other Reports**

A. Friends of the Library: Jane Winslow
B. Librarian's Guild: Ruth Maginnis

VII. **Committee Reports**

A. Operations/Automation Committee: Commissioner Chin
   1. Revisions to Meeting Room Policy
   2. Review of usage of Park Branch meeting room
   3. Approval of Policy on Language Diversity
B. Personnel Committee: Commissioner Romines
   1. Approval of Resolution #1518: NCS/Temporary Appointments
C. Finance/Budget Committee: Commissioner Carlson
   1. Approval of continued priorities for branch renovations: Sunset Branch (priority #3) and Chinatown Branch (priority #4)
   2. Approval of expenditure of Publication Fund for printing Union List of Periodicals and Subject Catalog: Selling price $35 per volume
D. Public Relations Committee: Commissioner Normandy
E. Facilities Committee: Commissioner Swig

VIII. New Business

IX. Matters to be Referred to Committee during April

A. Printing of Video Catalog using Publication Fund: K. Cox
B. Supplemental Budget Request using 1988 Proposition A funds: K. Cox

X. Public Comment

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

XI. Adjournment

RESOLUTION #1518

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF MARCH, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March, 1990 be approved:

3602 Library Page, Part-Time	3630 Librarian I, Part-Time
Cavalier, Doyle	Jitodai, Sonoe
Davis, Clifford	
Lowery, Keith	
Richard, Andrew	
Hendricks, Carolyn	
Hanson, Nora	
Bourne, Mollie	
While Bull, Melvin	

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Vinod, John
Shaw, Allyson
Wakugami, Osamu

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City and County of San Francisco
Public Library Commission

Art Agnos
Mayor

Steven A. Coulter
President

Jean Kalil
1st Vice President

Kenneth R. Romines E.D.D.
2nd Vice President

Dale A. Carlson
Lonnie K. Chin
E. Dennis Normandy
Roselyne C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
MAY 1, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

AGENDA

APR 30 1990
SAN FRANCISCO
PUBLIC LIBRARY

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Roll Call**

IV. **Approval of Minutes**

Approval of Minutes of November 7, 1989, December 5, 1989, February 6, 1990 and March 6, 1990 Regular Commission Meetings and November 21, Special Commission Meeting.

V. **President's Report**

A. Ordinance (No. 97-90-3) supporting neighborhood commission meetings

VI. **City Librarian's Report**

A. City of Refuge Ordinance (No. 375-89)
B. Update on new main library and branch renovations: Kathy Page
C. Other announcements

VII. **Other Reports**

A. Friends of the Library: Jane Winslow

VIII. **Committee Reports**

A. Planning Committee: Commissioner Kalil
   1. Update on community pact (COMPACT)
   2. Appointments to the Advisory Committee of the Gay/Lesbian Collection of the Eureka Valley/Harvey Milk Memorial Branch
B. Finance/Operations Committee: Commissioner Carlson
   1. Approval of Resolution #1520: NCS/Temporary Appointments
   2. Approval of Resolution #1521: Authorizing the City Librarian to apply for, accept and expend funds not to exceed $7,000 available through the Library Services and Construction Act for the FY 1990/91 for the microfilming of city directories.

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3. Approval of Resolution #1522: Authorizing the City Librarian to apply for, accept and expend Library Services and Construction Act funds for FY 1990/91 in an amount not to exceed $125,000 to improve children's awareness of library resources.
4. Approval of Resolution #1523: Authorizing the City Librarian to apply for, accept and expend Library Services and Construction Act funds for FY 1900/91 in an amount not to exceed $24,000 to support cataloging 3,200 popular music titles in machine-readable form.
5. Approval of Resolution #1524: Authorizing the City Librarian to use funds available in the Publication Fund for publishing the Video Catalog at a selling price of $5 per copy.
6. Approval of $7 million supplemental budget request for Financial Services/Bond Counsel, Architect/Engineering Services, Construction Management Services, EIR Costs, Art Enrichment, Building Program Consultant & DPW Project Control related to new main library, using 1988 Library Improvement Bond funds.

IX. **New Business**

X. **Public Comment**

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

XI. **Adjournment**

RESOLUTION #1520

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF APRIL, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF APRIL, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, 1990 be approved:

3602 Library Page, Part-Time

Cabrera, Mary
Cain, Herbert
Dunn, Jacquelyn
Eitzel, John
James, Aimee
Mau, Aidan
Reith, Kimi
Solorzano-Jr., Nelson

8207 Building & Grounds Patrol Officer

Reverente, Bill

3610 Library Assistant

Pineda, Michael

3616 Library Technical Assistant I

Medina, Julio

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Barnes, Sherri
Chan, Portia
Chow, Lena
Miller, Jon
Neves, Cecilia
Nguyen, Mai
Render, Anglean
Rosenbluth, Amy
Silva, Rigo
Sullivan, Monique
Vela, Mauricio
Young, Burrell

RESOLUTION #1521

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $7,000 AVAILABLE THROUGH THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR THE FISCAL YEAR 1990/91 FOR THE MICROFILMING OF CITY DIRECTORIES.

WHEREAS, The California State Library has Federal Library Service and Construction Act funds available to preserve historically valuable city directories, and

WHEREAS, The San Francisco Public Library is eligible for these funds which will enhance and insure its ability to preserve these valuable resources and provide them to the public, and

WHEREAS, The California State Library, through the participation in this grant by the San Francisco Public Library, will be able to hold the master microfilm in environmentally controlled storage and insure the preservation of this resource for the future generations of Californians; now therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept, and expend an amount not to exceed $7,000 of the Library Services and Construction Act funds for the microfilming of city directories to be held in the San Francisco Public Library Newspaper and Directories Room, the San Francisco History Room, and the California State Library, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1522

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND LIBRARY SERVICES AND CONSTRUCTION ACT FUNDS FOR FISCAL YEAR 1990/91 IN AN AMOUNT NOT TO EXCEED $125,000 TO IMPROVE CHILDREN'S AWARENESS OF LIBRARY RESOURCES.

WHEREAS, The California State Library has Federal Library Services and Construction Act funds available to improve library services to children, and

WHEREAS, The San Francisco Public Library has been encouraged by individuals, community groups and the Coleman Advocates to improve services for children after school, and

WHEREAS, An after-school program at the library would utilize volunteers to work with youth; now, therefore, be it

RESOLVED, That the City Library is authorized to apply for, accept and expend an amount not to exceed $125,000 for the improvement of library service to children after school, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period of covered by said grant funds; and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1523

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND LIBRARY SERVICES AND CONSTRUCTION ACT FUNDS FOR FISCAL YEAR 1990/91 IN AN AMOUNT NOT TO EXCEED $25,000 TO SUPPORT CATALOGING 3,200 POPULAR MUSIC TITLES IN MACHINE-READABLE FORM.

WHEREAS, The San Francisco Public Library has an outstanding collection of late 19th Century and early 20th Century popular sheet music, one of the few such collections in California, and

WHEREAS, The San Francisco Public Library desires to make access available on both major bibliographic utilities used at the San Francisco Public Library for access to library patrons in San Francisco and throughout the state for reference and interlibrary loan; now, therefore, be it

RESOLVED, That the City Librarian is hereby authorized to apply for, accept and expend Library Services and Construction Act funds in an amount not to exceed $25,000 to support the cataloging of 3,200 titles of popular music in machine-readable form, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

RESOLUTION #1524

RESOLVED, The Library Commission authorizes the City Librarian to use funds available in the Publication Fund for publishing the Video Catalog at a selling price of $5 per copy.

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pecial

City and County of San Francisco
Public Library Commission

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING

A special meeting of the of the San Francisco Public Library Commission will be held as follows:

DATE: Friday, May 18, 1990

TIME: 3:30 p.m.

PLACE: Lurie Room, Main Library

AGENDA:

1. Approval of Resolution #1521: Authorizing the City Librarian to apply for, accept and expend funds not to exceed $7,000 available through the Library Services and Construction Act for the FY 1990/91 for the microfilming of city directories.
2. Approval of Resolution #1522: Authorizing the City Librarian to apply for, accept and expend Library Services and Construction Act funds for FY 1990/91 in an amount not to exceed $125,000 to improve children's awareness of library resources.
3. Approval of Resolution #1523: Authorizing the City Librarian to apply for, accept and expend Library Services and Construction Act funds for FY 1900/91 in an amount not to exceed $24,000 to support cataloging 3,200 popular music titles in machine-readable form.
4. Approval of Resolution #1524: Authorizing the City Librarian to use funds available in the Publication Fund for publishing the Video Catalog at a selling price of $5 per copy.
5. Approval of $7 million supplemental budget request for Financial Services/Bond Counsel, Architect/Engineering Services, Construction Management Services, EIR Costs, Art Enrichment, Building Program Consultant & DPW Project Control related to new main library, using 1988 Library Improvement Bond funds.

DOCUMENTS DEPT.
MAY 15 1990
SAN FRANCISCO
PUBLIC LIBRARY

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 558-3031

SF
P76
#1
6/5/90

City and County of San Francisco
Public Library Commission

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Mayor

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2nd Vice President

Dale A. Carlson
Lonnie K. Chin
E. Dennis Normandy
Roselyne C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
JUNE 5, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

AGENDA

DOCUMENTS DEPT.
JUN 4 - 1990
SAN FRANCISCO
PUBLIC LIBRARY

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Approval of Minutes

Approval of Minutes of November 7, 1989, December 5, 1989, February 6, 1990 and March 6, 1990 Regular Commission Meetings and November 21, Special Commission Meeting.

V. President's Report

A. Update on the Pioneer Monument site
B. Update on the Public Art Program in the new Main Library: Kathy Page
C. Update on Commission - Main Library Department liaisons
D. Ordinance (No. 97-90-3) supporting neighborhood commission meetings

VI. City Librarian's Report

A. Update on FEMA earthquake assessment: Karen Cox
B. Update on Fiscal Year 1990/91 Library budget: Karen Cox
C. Introduction of Ed McBride, new Automation Coordinator: Kathy Page
D. Update on new Main Library building program and branch library renovations: Kathy Page
E. City of Refuge Ordinance (No. 375-89)

VII. Other Reports

A. Friends of the Library: Jane Winslow
B. Librarians Guild: Ruth Maginnis

VIII. Committee Reports

A. Planning Committee: Commissioner Kalil
   1. Appointments to the Advisory Committee to the Gay/Lesbian Collection at Eureka Valley/Harvey Milk Memorial Branch
   2. Update on the San Francisco Compact

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B. Finance and Operations Committee: Commissioner Carlson
   1. Approval of Resolution #1520: NCS/Temporary Appointments
   2. Approval of Resolution #1526: Project Read
   3. Approval of Resolution #1527: Project Read
   4. Approval of Resolution #1528: Family Literacy
   5. Report on the Library's links to the upcoming Sixth International Conference on AIDS: Rebecca McDuff

IX. New Business

X. Public Comment

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

XI. Adjournment

EXECUTIVE SESSION

Immediately following adjournment of its regular monthly meeting, the Library Commission will hold an Executive Session. (Time approximately 6:00 p.m.)

AGENDA:

1. Performance evaluation of City Librarian and Secretary

RESOLUTION #1520

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTHS OF APRIL AND MAY, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTHS OF APRIL AND MAY, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the months of April and May, 1990 be approved:

APRIL

3602 Library Page, Part-Time

Cabrera, Mary
Cain, Herbert
Dunn, Jacquelyn
Eitzel, John
James, Aimee
Mau, Aidan
Reith, Kimi
Solorzano-Jr., Nelson

8207 Building & Grounds Patrol Officer

Reverente, Bill

3610 Library Assistant

Pineda, Michael

3616 Library Technical Assistant I

Medina, Julio

MAY

1244 Senior Personnel Analyst

Maquire, John

3602 Library Page, Part-Time

Cracchiolo, Margaret
Genera-Juarez, Elizabeth
Hembree, Janice
Jackson, Connie
Kanbara, Mitzi
McNair, Anthony
Oliveira, Selma
Owens, Dwayne
Pattugalan, John
Polak, John
Power, John
Power, David

1821 MIS Manager

McBride, George

3610 Library Assistant

Vallecillo, Janethe

3630 Librarian I, Part-Time

Hall, Mark

7344 Carpenter, As Needed

Burke, Carey

3602 Library Page, Part-Time, Continued

Prosser, Dana
Quatannens, John
Ramil, Miller
Richerson, Kathleen
Schanbeck, Jamie
Strode, Catherine

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

APRIL

3602 Library Page, Part-Time

Barnes, Sherri
Chan, Portia
Chow, Lena
Miller, Jon
Neves, Cecilia
Nguyen, Mai
Render, Anglean
Rosenbluth, Amy
Silva, Rigo
Sullivan, Monique
Vela, Mauricio
Young, Burrell

MAY

3602 Library Page, Part-Time

Hanson, Nora
Robins, Jennifer
Wiggins, Gwendolyn

RESOLUTION #1526

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM FOR 1990-91.

WHEREAS, The United States Department of Education has invited libraries participating in the California Literacy Campaign to submit budget requests for support for fiscal year 1990-91, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $24,000 of Library Services and Construction Act VII funds for Student Support Services of Project Read through September, 1991, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1527

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM FOR 1990-91.

WHEREAS, The United States Department of Education has invited libraries participating in the California Literacy Campaign to submit budget requests for support for fiscal year 1990-91, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $21,000 of Library Services and Construction Act VII funds for Tutor Support Services of Project Read through September, 1991, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1528

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $33,000 AVAILABLE IN STATE FUNDS FOR FAMILIES FOR LITERACY PROGRAMS FOR FISCAL YEAR 1990-91.

WHEREAS, Studies show that illiteracy can be prevented and that family reading activities help prepare children to become readers, and

WHEREAS, The California State Library has invited libraries participating in the California Literacy Campaign to apply for state funds to develop programs to encourage and promote family participation in reading, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds through Project Read's Adult Literacy Program and sponsored a successful Family Literacy Program in 1988-90, and

WHEREAS, The Children's Services Program of the Library will work in coordination with Project Read on this project; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $33,000 in California state funds for state fiscal year 1990-91, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

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#1
6/25/90

City and County of San Francisco
Public Library Commission

ART AGNOS
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KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

*****NOTICE OF MEETING*****

An **Executive Session** of the San Francisco Public Library Commission will be held as follows:

DATE: Monday, June 25, 1990

TIME: 4:00 p.m.

PLACE: City Librarian's Office, Main Library

AGENDA:

1. **Executive Session** Discussion of performance evaluation of City Librarian and Secretary

DOCUMENTS DEPT.
JUN 15 19
SAN FRANCISCO
PUBLIC LIBRARY

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 558-3031

City and County of San Francisco
Public Library Commission

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President

Jean Kalil
1st Vice President

Kenneth R. Romines E.D.D.
2nd Vice President

Dale A. Carlson
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Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

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3/90

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
JULY 3, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

AGENDA

DOCUMENTS DEPT.
JUN 29 1990
PUBLIC LIBRARY

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Approval of Minutes

Approval of Minutes of January 2, 1990 and April 3, 1990 regular Commission meetings and May 18, 1990 special Commission meeting.

V. President's Report

A. Resolution concerning the Pioneer Monument
B. Discussion of the Festival for Freedom of Expression and related First Amendment issues

VI. City Librarian's Report

A. Staff reports on the annual convention of the American Library Association
B. Update on the Library budget: Assistant City Librarian Karen Cox
C. Request for expenditure from Publication Fund: Karen Cox
D. Update on the Library building program, including a recent meeting with representatives of the Deaf/Hearing Impaired community: Chief of Facilities Development Kathy Page
E. Staff report on the Sixth International Aids Conference: Municipal Reference Librarian Inez Cohen, Documents Librarian Carol Coon
F. Recommendation for approval of Resolutions commending John Fetros, Gladys Hansen, Katherine Morehouse, Anne Posluch, Betty Schwabacher and Ruth Stevenson for their years of service at SFPL

VII. Other Reports

A. Friends of the Library: Executive Director Jane Winslow
B. Librarians Guild: President Ruth Maginnis

VIII. Committee Reports

A. Planning Committee: Commissioner Kalil
   1. Policy related to Library advisory groups
   2. Discussion of Library Compact

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B. Finance and Operations Committee: Commissioner Carlson
   1. Approval of Resolution #1529: NCS/Temporary Appointments
   2. Report on security concerns at Ocean View Reading Center

IX. **New Business**

X. **Public Comment**

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

XI. **Adjournment**

XII. **Closed Session:** Performance Evaluation of City Librarian Kenneth Dowlin and Secretary to the Library Commission Richard Walsh

RESOLUTION #1529

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF JUNE, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF JUNE, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June, 1990 be approved:

3602 Library Page, Part-Time	3610 Library Assistant, Part-Time
Cerri, Marc	Kornhauser, Yukako
Clark, Danielle	
Cohen, Sara	
Deering, Ana	
Fan, Ernest	
Fenno, Jonathan	
Padilla, Elaine	
Palma, Mauricio	
White, Randi	

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time	3630 Librarian I, Part-Time
Borges, Jose	Stevens, Shelly
Lew, Shirley	
Mitchell, Audra	
Polak, John	
Tam, Nelly	

City and County of San Francisco
Public Library Commission

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1st Vice President

Kenneth R. Romines E.D.D.
2nd Vice President

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Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

7/11/90

DOCUMENTS DEPT.
JUL 12 1990
SAN FRANCISCO
PUBLIC LIBRARY

DOCUMENTS DEPT.
JUL 6 1990
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

An **Executive Session** of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, July 11, 1990

TIME: 4:00 p.m.

PLACE: Lurie Room, Main Library

AGENDA:

1. **Executive Session** Performance evaluation of City Librarian and Secretary

Main Library, Civic Center
San Francisco, CA 94102
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3/7/90

City and County of San Francisco
Public Library Commission

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E. Dennis Normandy
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Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
AUGUST 7, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

AGENDA

DOCUMENTS DEPT.
AUG 6 1990
SAN FRANCISCO
PUBLIC LIBRARY

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. President's Report

V. City Librarian's Report

A. Update on FY 1990/91 budget: City Librarian Kenneth Dowlin
B. Report on all-day administrative planning session held 8/2/90: Ken Dowlin
C. Update on the new Main Library design and branch renovations: Ken Dowlin
D. Update on the temporary relocation of Library for the Blind and Print Handicapped: Chief of Branches Hope Hayes
E. Resolution in opposition to the anti-obscenity pledge requirement of the National Endowment for the Arts: Adult Services Coordinator Anne Kincaid, Resolution #1531

VI. Other Reports

A. Friends of the Library: Executive Director Jane Winslow

VII. Committee Reports

A. Finance and Operations Committee: Commissioner Carlson
1. Approval of Resolution #1530: NCS/Temporary Appointments
2. Request for expenditure from Fuhrman Fund
3. Update on grant application for Library After-School Activities (a.k.a. "Library Pals"; Resolution #1522)
4. Report and recommendation on LSCA grant proposal, "Partnership for Change," Resolution #1532
5. Report and recommendation on a declaration of intent to receive, recommend acceptance and administer a new bookmobile donated by the Friends of the Library, Resolution #1533

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San Francisco, CA 94102
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VIII. **New Business**

IX. **Public Comment**

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

X. **Adjournment**

XI. **Closed Session:** Performance Evaluation of City Librarian Kenneth Dowlin and Secretary to the Library Commission Richard Walsh

RESOLUTION #1530

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF JULY, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF JULY, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of July, 1990 be approved:

3602 Library Page, Part-Time

Chan, Patrick
Chung, Kenny
Im, Romonyvuth
Morales, Gioconda

3610 Library Assistant, Part-Time

Maclachlan, Rachel
Sutton, Joann
Zea, Erik

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Castillo, B.
Fontana, Gretchen
Lam, Judy
Perlstein, David
Taylor, Lisa
Zapata, Edgard

3602 Library Page, Full-Time

Zhou, Liming

7355 Truck Driver, Part-Time

Oldham, Troy

SF
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4/90

City and County of San Francisco
Public Library Commission

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Jean Kalil
1st Vice President

Kenneth R. Romines E.D.D.
2nd Vice President

Dale A. Carlson
Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
SEPTEMBER 4, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

AGENDA

DOCUMENTS DEPT.
AUG 31 1990
SAN FRANCISCO
PUBLIC LIBRARY

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Roll Call**

IV. **President's Report**

A. New Main Library Environmental Impact Report and the Pioneer Monument
B. Civic Center Plaza and the Fulton Street Mall

V. **City Librarian's Report**

A. Presentation of conceptual design timetable
B. Update on temporary quarters for Library for the Blind
C. Other Announcements

VI. **Other Reports**

A. Friends of the Library: Executive Director Jane Winslow
B. Librarian's Guild: President Ruth Maginnis

VII. **Committee Reports**

A. Finance and Operations Committee: Commissioner Carlson
   1. Approval of Resolution #1534: NCS/Temporary Appointments
   2. Request for expenditure from Fuhrman Fund: Karen Cox
   3. Proposed FY 90/91 budget reductions: Karen Cox
B. Planning Committee: Commissioner Kalil
   1. Library's role in public access to information
   2. Library Bill of Rights and Freedom to Read statement
   3. San Francisco Public Library Compact
   4. Policy regarding Library advisory groups

VIII. **New Business**

IX. **Public Comment**

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

X. **Adjournment**

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RESOLUTION #1534

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF AUGUST, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of AUGUST, 1990 be approved:

3602 Library Page, Part-Time

Istas, Tracy
Pierce, Titus
To, Hung
Vogel, Gretchen

3602 Library Page, Full-Time

Dockery, Tanya

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Ahearn, Dale
Azinheira, Elizabeth
Dunn, Jacquelyn
Mah, Lawrence
McDougal, Heather
Neubauer, Thomas
White, Randi
Whitmer, Richard
Wong, Sheila
Yip, Louisa
Zhou, Liming

7334 Stationery Engineer, Full-Time

Wenig, Charles

7344 Carpenter, Part-Time

Burke, Carey

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#1
9/27/90
Special

City and County of San Francisco
Public Library Commission

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Steven A. Coulter
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Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

DOCUMENTS DEPT.
SEP 24 1990
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A **SPECIAL MEETING** of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, September 27, 1990

TIME: 7:00 p.m.

PLACE: Lurie Room, Main Library

AGENDA:

1. Discussion of strategies to cope with budget reductions.

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1
10/2/90

City and County of San Francisco
Public Library Commission

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E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
OCTOBER 2, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

DOCUMENTS DEPT.
OCT 1 1990
SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Roll Call**

IV. **Approval of Minutes** of June 5th, July 3rd and August 7th regular monthly meetings and of June 25th special meeting.

V. **President's Report**

A. Presentation of schematic design of the new Main Library: James Ingo Freed and Jennifer Sage of Pei, Cobb, Freed and Partners; and Cathy Simon of Simon, Martin-Vegue, Winkelstein and Moris, Associated Architects.

VI. **City Librarian's Report**

VII. **Other Reports**

A. Librarian's Guild: President Ruth Maginnis

VIII. **Committee Reports**

A. Finance and Operations Committee: Commissioner Carlson
1. Approval of Resolution #1535: NCS/Temporary Appointments
2. Update on renovation at Park Branch Library: Russ Abel, Bureau of Architecture
3. Approval of a resolution to increase four existing Library fees and charges and to direct that, henceforth, such fees and charges shall be formulated to recoup a substantial portion of their cost, and shall be reviewed annually. (Please see attachment for information of the four fees and charges in question.)

B. Planning Committee: Commissioner Kalil
1. No report.

IX. **New Business**

X. **Public Comment**

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

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RESOLUTION #1535

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF SEPTEMBER, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of SEPTEMBER, 1990 be approved:

3602 Library Page, Part-Time

Batsford-White, Julie
Chang, Elaine
Geddes, Marguerite
Glinsky, Catherine
Luu, Raymond
Marshall, Elizabeth
McIntire, Ann
Neubauer, Thomas
Silva, Ronald

3630 Librarian I, As Needed

Foley, Elizabeth
Kuo, Hai-Lin
Larson, Recca
Moorhead, David
Persechino, Donna
Prime, Lynn
Strand, Carolyn
Woelfel, Patricia

1424 Clerk Typist, Full-Time

Kennell, Warren

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Chan, Erick
Davis, Clifford
Dougherty, Muire
Fan, Ernest
Loreman, Brenda
Nguyen, Nghia
Richerson, Kathleen
Rixford, Craig

Attachment - Agenda Item VIII, A-2

PROPOSED INCREASES IN REVENUE, 1990/91

	Current	Proposed	Increase
Library Card Replacement Charge:			$9,550
Adult	$1.00	$2.00	
Juvenile	$ .25	$ .50	
Service Fee--Visitor's Deposit Card	$1.00	$10.00	$1,070
Processing Surcharge--Lost Materials			$5,700
Cataloged Materials			
Adult	$2.00	$5.00	
Juvenile	$1.00	$5.00	
Uncataloged Materials ***	$ .50	$2.00	
Replacement Charges--Lost Materials			$10,200
In Print	Orig. Price	Current Price*	
Out-of-Print	Orig. Price	Current Price**	

* Price listed in Books in Print.

** Price scale based on average book price published in latest edition of Bowker Annual.

*** Increase not considered at Finance and Operations Committee meeting.

City and County of San Francisco
Public Library Commission

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E. Dennis Normandy
Roselyne C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
OCTOBER 2, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

*****ADDENDUM TO AGENDA*****

V. **President's Report**

A. Approval of schematic design of the new Main Library: James Ingo Freed and Jennifer Sage of Pei, Cobb, Freed and Partners; and Cathy Simon of Simon, Martin-Vegue, Winkelstein and Moris, Associated Architects.

VI. **City Librarians Report**

A. Approval of Supplemental Budget Request in the amount of $37,355.00 for renewal of membership in the Bay Area Library and Information System (BALIS): Karen Cox, Assistant City Librarian

VIII. **Committee Reports**

A. Finance and Operations Committee: Commissioner Carlson

2. Award of contracts for renovation at Park Branch Library: Russ Abel, Bureau of Architecture

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City and County of San Francisco
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Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
NOVEMBER 6, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

AGENDA

DOCUMENTS DEPT.
NOV 2 1990
PUBLIC LIBRARY

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Roll Call**

IV. **Approval of Minutes**

Approval of minutes of September 4, 1990 regular Commission Meeting and September 27, 1990 special Commission Meeting.

V. **President's Report**

VI. **City Librarian's Report**

A. Discussion of proposed ordinance regarding gifts for the construction of additions to the new Main Library.
B. Update on Intellectual Freedom: Anne Kincaid, Adult Services Coordinator
C. Report on current Library promotions: Marcia Schneider, Community Relations Librarian
D. Report on 1990 Summer Reading Program: Marcia Schneider, and Debbie Jeffery, Anza Branch Head/Children's Librarian

VII. **Other Reports**

A. Friends of the Library: Report on program providing guided tours of the Main Library: Jane Winslow, Executive Director
B. Librarian's Guild: President Ruth Maginnis

VIII. **Committee Reports**

A. Finance and Operations Committee: Commissioner Carlson
   1. Approval of Resolution #1537: NCS/Temporary Appointments
   2. Award of contracts for renovations at Park Branch Library: Russ Abel, Bureau of Architecture.
   3. Approval of Resolution #1538 authorizing application for Hazard Mitigation Grant: Karen Cox, Assistant City Librarian.
   4. Approval of Resolution #1539 application for BALIS Youth at Risk Substitute Staff grant: Karen Cox
B. Planning Committee: Commissioner Kalil
   1. Update on development of policy regarding Library advisory groups.
   2. Update on development of the San Francisco Public Library Compact.

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3. Discussion of the Commission's support for re-locating the Pioneer Monument.

IX. New Business

X. Public Comment

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

XI. Adjournment

RESOLUTION #1537

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF OCTOBER, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF OCTOBER, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October, 1990 be approved:

3602 Library Page, Part-Time

Puma, Dede
Owens, Wendy
Farrell, Jason
Adoptante, Patricia
Tu, Tommy
Mallory, Dazell
Bryan, Amber

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Genera-J., Elizabeth
Zuniga, Hugo
Strode, Catherine
Tsui, Stephanie
Deering, Ana

3610 Library Assistant, Full-Time

Vallecillo, Janethe

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City and County of San Francisco
Public Library Commission

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1st Vice President

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Dale A. Carlson
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Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

AGENA

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DECEMBER 4, 1990
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

DOCUMENTS DEPT.
DEC 3 1990
SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Roll Call**

IV. **President's Report**

A. Appointment of Nominating Committee for Commission officers

V. **City Librarian's Report**

A. Update on temporary relocation of the Library for the Blind and Print Handicapped: Gloria Hanson, Assistant Chief of Branches
B. Update on branch library renovations: Kathy Page, Chief of Facilities Development

VI. **Committee Reports**

A. Finance and Operations Committee: Commissioner Carlson
1. Approval of Resolution #1540: NCS/Temporary Appointments
2. Approval of Resolution #1541: Project Read Tutor Support Services
3. Approval of Resolution #1542: Project Read Student Support Services
4. Approval of "Statement of Responsibility" for patron conduct and personal possessions while in the Library
5. Approval of addition to the name of Anna E. Waden Branch Library, to become "Bayview - Anna E. Waden Branch Library"
6. Approval of proposed ordinance regarding gifts for the new Main Library
7. Report on potential costs to the Library from Video Display Terminal (VDT) legislation pending before the Board of Supervisors
8. Approval of application for California State (Proposition 85) grant to expand Chinatown Branch Library
9. Approval of changes to public service hours at the Reading Centers
10. Report on Mayor's budget projections for Fiscal Year 1991/92

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B. Planning Committee: Commissioner Kalil
   1. Report on LSCA grant for networking
   2. Update on the new Main Library
   3. Update on Advisory Group policy
   4. Report on the San Francisco Public Library Compact

VII. Other Reports

A. Friends of the Library - Report on book sales: Jane Winslow, Executive Director
B. Librarian's Guild - No report

VIII. New Business

IX. Public Comment

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

X. Adjournment

RESOLUTION #1540

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF NOVEMBER, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November, 1990 be approved:

3602 Library Page, Part-Time

Deng, Xinu
Nicholson, Jane
Kung, Sam
To, Wing-Ling

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Schanbeck, Jamie
Ha, Tri
Rickman, Gregg
Gilliam, Philip
Farrell, Jason
Nguyen, Phong

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City and County of San Francisco
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Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

AGENDA

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

JANUARY 8, 1991

MAIN LIBRARY, LURIE ROOM

4:30 p.m.

DOCUMENTS DEPT.
JAN 3 1991
SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Roll Call**

IV. **Approval of Minutes**

Approval of Minutes of the October 2, 1990 monthly meeting of the Commission.

V. **President's Report**

VI. **City Librarian's Report**

A. Report on the Fiscal Year 1991/92 budget preparation process: Karen Cox, Assistant City Librarian.

B. Update on the status of the new Main Library and Branch Library renovations: Kathy Page, Chief of Facilities Development.

C. Update on temporary quarters for the Library for the Blind and Print Handicapped: Gloria Hanson, Assistant Chief of Branches.

VII. **Finance and Operations Committee Report** (Commissioner Carlson, Chair)

A. Approval of the proposed ordinance to streamline the receipt of gifts for the new Main Library.

B. Report on the Berkeley Library Tax.

VIII. **Planning Committee Report** (Commissioner Kalil, Chair)

No report.

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IX. **Nominating Committee Report** (Commissioner Carlson, Chair)

A. Recommendations for officers

B. Election of officers.

X. **Other Reports**

A. Librarian's Guild

B. Friends of the San Francisco Public Library - Report on Branch-based outreach: Jane Winslow, Executive Director.

XI. **New Business**

A. Appointments to standing committees (i.e., the Finance and Operations Committee and the Planning Committee).

XII. **Public Comment**

At this time, members of the public may address the Commission regarding items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to thirty minutes.

XIII. **Adjournment.**

City and County of San Francisco
Public Library Commission

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Art Agnos
Mayor

Steven A. Coulter
President

Jean Kalil
1st Vice President

Kenneth R. Romines E.D.D.
2nd Vice President

Dale A. Carlson
Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
JANUARY 8, 1991
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

AMENDED AGENDA

VII. **Finance and Operations Committee Report (Commissioner Carlson, Chair)**

D. Approval of Resolution #1543: NCS/Temporary Appointments

RESOLUTION #1543

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF DECEMBER, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF DECEMBER, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1990 be approved:

3602 Library Page, Part-Time

Tse, Pamela
Tu, Luong

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AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Cohen, Sara
Izzett, Margaret
Padilla, Elaine
Abera, Sitotaw
Law, Amy
To, Hung
Rich, Donna

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City and County of San Francisco
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2nd Vice President

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LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
FEBRUARY 5, 1991
MAIN LIBRARY, LURIE ROOM
4:30 P.M.

AGENDA

DOCUMENTS DEPT.
FEB 4 1991
SAN FRANCISCO
PUBLIC LIBRARY

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Roll Call**

IV. **Approval of Minutes**

Approval of minutes of November 6, 1990 regular Commission meeting and December 4, 1990 regular Commission meeting.

V. **President's Report**

VI. **City Librarian's Report**

A. Update on the new Main Library and branch library renovations: Kathy Page, Chief of Facilities Development
B. Update on the temporary relocation of the Library for the Blind and Print Handicapped: Gloria Hanson, Assistant Chief of Branches
C. Report on the status of the proposed ordinance to streamline the acceptance of gifts for the new Main Library: Kenneth Dowlin, City Librarian
D. Discussion and approval of the categorizations of Library services and activities as either 'mandated," "intrinsic" or "discretionary," as required by the Mayor's Office for budget preparations: Commissioner Dale Carlson
E. Discussion and approval of the Library budget proposal for Fiscal Year 1991/92: Karen Cox, Assistant City Librarian

VII. **Committee Reports**

A. Finance and Operations Committee: Commissioner Carlson
   1. Approval of Resolution #1544: NCS/Temporary Appointments
   2. Approval of revisions to the work program for Presidio Branch renovations

VIII. **New Business**

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IX. **Public Comment**

At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Library Commission. Members of the public may address the Commission for up to three minutes. The President or the Commission may limit the total testimony to 30 minutes.

X. **Adjournment**

RESOLUTION #1544

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1991. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF JANUARY, 1991.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1991 be approved:

3602 Library Page, Part-Time

Arroyo, Dolores
Yiu, Michelle

3616 Library Technical Assistant I, Part-Time

Gao, Ping

3630 Librarian I, Part-Time

Phillips, Margaret

8207 Buildings and Grounds Patrol Officer, Part-Time

Hardy, David

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Gabor, Atilla

City and County of San Francisco
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1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

Meeting Notice and Agenda

The regular monthly meeting
of the Library Commission
will be held as follows:

DATE: Tuesday, March 5, 1991

TIME: 4:30 p.m.

PLACE: Lurie Room, Main Library

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MAR 1 1991
SAN FRANCISCO
PUBLIC LIBRARY

AGENDA:

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Approval of Minutes

Approval of the minutes of the January 8, 1991, and February 5, 1991, regular monthly meetings.

V. President's Report

A. Introduction of newly appointed Commissioner, the Honorable Ellen Sanger.
B. Approval of Resolution #1545 commending former Commissioner, the Honorable E. Dennis Normandy.

VI. City Librarian's Report

A. Update on branch library renovations, including the temporary relocation of Library for the Blind: Kathy Page, Chief of Facilities Development, and Neel Parikh, Chief of Branches.
B. Report on borrowing privileges for the homeless: Nancy Musser, Chief of Technical Services.
C. Report on a purchase offer for the part of the Fuhrman Bequest which comprises forty acres of grazing land in Monterey County: Kenneth Dowlin, City Librarian.

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VII. Finance and Operations Committee Report: Commissioner Carlson, Committee Chair.

A. Approval of Resolution #1546: NCS/Temporary Appointments.
B. Report on possible reductions to the fiscal year 1991/92 baseline budget.

VIII. Planning Committee Report: Commissioner Kalil, Committee Chair

A. Update on the new Main Library
1) Report on artwork
B. Review process for Library advisory group policy
C. Report on the San Francisco Public Library Compact

IX. New Business

X. Public Comment

XI. Adjournment

RESOLUTION #1546

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1991. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF FEBRUARY, 1991.

RESOLVED, That the following non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1991, be approved:

3602 Library Page, Part-time	3630, Librarian I, Part-time
Tran, Giang-Tien	Radcliff, Sharon

AND FURTHER, That the following resignations of non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-time	
Bryan, Amber	Glinsky, Catherine
Hernandez, Jeanette	Tashina
Tse, Pamela	

City and County of San Francisco
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2nd Vice President

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LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

Meeting Notice and Agenda

A special meeting of the Library Commission will be held as follows:

DATE: Tuesday, March 12, 1991

TIME: 7:00 p.m.

PLACE: Lurie Room, Main Library

AGENDA:

Approval of proposals for reducing the Library's fiscal year 1991/92 baseline budget request by $250,000, due to projected shortfalls in revenue from Library fees and charges and from cuts in State funds.

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City and County of San Francisco
Public Library Commission

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2nd Vice President

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E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

Meeting Notice and Agenda

The monthly meeting of the Library Commission will be held as follows:

DATE: Tuesday, April 2, 1991

TIME: 4:30 p.m.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the minutes of the March 5, 1991, monthly meeting.
5. Consent Calendar of routine administrative matters -
   a. Resolution # 1547, approval of temporary exempt and non-Civil Service appointments.
6. President's Report
7. City Librarian's Report
   a. Report on National Library Week activities: Marcia Schneider, Community Relations Librarian
   b. Approval of a grant application for Library Services and Construction (LSCA) funds to be used in an expansion of Mission Branch Library: Neel Parikh, Acting Chief of Branches
8. Finance and Operations Committee Report: Commissioner Carlson, Chair
   a. Report on a purchase offer for part of the Fuhrman Bequest which comprises forty acres of unimproved rural land in Monterey County
   b. Recommendation on potential service reductions in order to accommodate anticipated shortfalls in revenue to the fiscal year 1991/92 baseline budget

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9. Planning Committee Report: Commissioner Kalil, Chair
   a. Update on the new Main Library
      i. Addressing staff concerns on air quality
      ii. Report on Design Development/Space Planning
      iii. Approval of Resolution #1548, declaring the Commission's intention not to move the Piazzoni and DuMond murals to the new Main Library
      iv. Report on the art projects under development for the new Main Library: Jill Manton and Susan Pontious, Public Art Program, Arts Commission
   b. Report on a policy regarding Library advisory groups

10. New Business

11. Public Comment

12. Adjournment

RESOLUTION #1547

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1991. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1991.

RESOLVED, That, in accordance with Charter Section 3.501, the following Temporary Exempt and non-Civil Service appointments which have been made by the City Librarian for the month of March, 1991, be approved:

3632, Librarian II, Full-time:	Chang, Rosalind
3630, Librarian I, Part-time:	Hutton, Catherine Lee, Corliss Mitchell, Hannah
3616, Library Technician I, Part-time:	Dunlap, Steven
3602, Library Page, Part-time:	Baczynski, Karine James, Arthur Wong, Edes

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MAR 29 1991
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E. Dennis Normandy
Roselyne C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

Meeting Notice and Agenda

A special meeting of the Library Commission will be held as follows.

DATE: Tuesday, April 16, 1991

TIME: 4 p.m.

PLACE: Lurie Room, Main Library

AGENDA: Presentation and approval of the Design Development of the new Main Library

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City and County of San Francisco
Public Library Commission

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2nd Vice President

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LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

Meeting Notice and REVISED Agenda

A special meeting of the Library Commission will be held as follows.

DATE: Tuesday, April 16, 1991

TIME: 4 p.m.

PLACE: Lurie Room, Main Library

AGENDA:

1) Introduction of a proposal to reduce the Library's fiscal year 1991/92 baseline budget by a further $700,000 by reducing allocations to Management and Support Services by $417,000, Technical Services by $188,317, and the Main Library by $118,000.

2) Presentation and approval of the Design Development of the new Main Library

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City and County of San Francisco
Public Library Commission

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MAY 3 1991
SAN FRANCISCO
PUBLIC LIBRARY

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President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

Meeting Notice and Agenda

The monthly meeting of the Library Commission will be held as follows:

Date: TUESDAY, MAY 7, 1991

Time: 4:30 P.M.

Place: LURIE ROOM, MAIN LIBRARY

Agenda:

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of the minutes of the March 12, 1991, special meeting; the April 2, 1991, monthly meeting; and the April 16, 1991, special meeting.

5. Consent Calendar: Resolution #1550, approval of temporary exempt and non-Civil Service appointments and resignations.

6. President's Report

7. City Librarian's Report
   a. Report on the Library's After School Activities Center, inagurated at Western Addition Branch Library: Grace Ruth, Acting Coordinator of Children's Services.
   b. Report on a meeting with librarians of the San Francisco Unified School District: Neel Parikh, Acting Chief of Branches, and Anne Kincaid, Coordinator of Adult Services.

8. Finance and Operations Committee Report: Commissioner Carlson, Committee Chair
   a. Approval of an increase to the charge for postal reserves, from $0.25 to $0.50.
   b. Approval of the next phase of branch library renovations.
   c. Approval of Resolution #1551, authorizing the Library to apply for a federal grant of $125,000 for the acquisition of foreign language materials.

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d. Approval of Resolution #1552, authorizing the Library to apply for, accept and expend a state grant of $3,100,000 for the renovation and expansion of Chinatown Branch Library.
e. Approval of Resolution #1553, authorizing the Library to apply for a federal grant of $70,000 for the continuation of the Partnership for Change program at Mission Branch Library.
f. Approval of a Memorandum of Understanding between the Library Commission, the Chief Administrative Officer, and the Library Foundation of San Francisco.
g. Report on the feasibility of applying public donations to staff salaries in order to maintain or increase public service hours.

9. New Business

10. Public Comment

11. Adjournment

Resolution #1550

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1991. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1991.

RESOLVED, That, in accordance with Charter Section 3.501, the following Temporary Exempt and non-Civil Service appointments which have been made by the City Librarian for the month of March, 1991, be approved:

3602, Library Page, Part-time: Hoyt, Richard.

AND FURTHER, That the following resignations from Temporary Exempt and non-Civil Service appointments be approved:

3602, Library Page, Part-time: Drury, Danielle
Haynes, Laura
Lake, David
Pereira, Elias
Tu, Luong
Yee, Derek

City and County of San Francisco
Public Library Commission

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2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
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Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

Meeting Notice and Agenda

The monthly meeting of the Library Commission will be held as follows:

Date: Tuesday, June 4, 1991

Time: 4:30 p.m.

Place: Main Library, Lurie Room

DOCUMENTS DEPT.
MAY 2 9 1991
SAN FRANCISCO
PUBLIC LIBRARY

Agenda:

1. Call to order

2. Pledge of Allegiance

3. Roll Call

4. Approval of the minutes of the May 7, 1991, monthly meeting.

5. Consent Calendar: Resolution #1554, approval of temporary exempt and non-Civil Service appointments and resignations.

6. President's Report

7. City Librarian's Report

   a. Request to amend Resolution #1552, regarding the Library's application for $3,100,000 in state Proposition 85 funds for the renovation and expansion of Chinatown Branch Library: Kathy Page, Chief of Facilities Development.

8. Planning Committee Report: Commissioner Kalil, Committee Chair.

   a. Approval of the Plan of Service for an expanded Chinatown Branch Library: Neel Parikh, Acting Chief of Branches.

   b. Update on the new Main Library project: Kathy Page.

   c. Discussion on the draft policy for Library support groups.

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d. Discussion of the dates for the Strategic Plan working sessions: Kenneth Dowlin, City Librarian.

9. Finance and Operations Committee Report: Commissioner Romines, Committee Member.

   a. Update on the branch library renovation program: Kathy Page.

   b. Approval of the change and reduction in the hours of service at Glen Park, Presidio, Parkside and Potrero Branch Libraries: Neel Parikh.

   c. Approval of Resolution #1555, authorizing the Library to apply for, accept and expend a grant of $66,200 in federal Library Services and Construction Act funds, for acquisition of materials by major urban libraries: Anne Kincaid, Coordinator of Adult Services.

10. New Business

11. Public Comment

12. Adjournment

Notice of Closed Session

Immediately following adjournment of its regular monthly meeting, the Library Commission will meet in closed session.

Agenda: Performance evaluations of the City Librarian and of the Secretary to the Library Commission.

Resolution #1554

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MAY, 1991. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MAY, 1991.

RESOLVED, That, in accordance with Charter Section 3.501, the following Temporary Exempt and non-Civil Service appointments which have been made by the City Librarian for the month of May, 1991, be approved:

3602, Library Page, Part-time:	Jackson, Elaine Yater, Stuart

AND FURTHER, That the following resignations from Temporary Exempt and non-Civil Service appointments be approved:

3602, Library Page, Full-time:	Luu, Raymond
3610, Library Assistant, Part-time:	Kornhauser, Yukako

City and County of San Francisco
Public Library Commission

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

Meeting Notice and Agenda

The monthly meeting of the Library Commission will be held as follows:

Date: Tuesday, July 2, 1991

Time: 4:30 p.m.

Place: Main Library, Lurie Room

DOCUMENTS DEPT.
JUN 2 8 1991
SAN FRANCISCO
PUBLIC LIBRARY

Agenda:

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the minutes of the June 4, 1991, monthly meeting.
5. Consent Calendar: Resolution #1556, approval of temporary exempt and non-Civil Service appointments and resignations.
6. President's Report
7. City Librarian's Report
8. Finance and Operations Committee Report: Commissioner Carlson, Committee Chair.
   - A. Projected expenditures from the Fuhrman Fund in Fiscal Year 1991/92.
   - B. Request for authorization to accept and expend a grant for federal Library Services and Construction Act funds, not to exceed $70,000, for the continuation of the Partnerships for Change program at Mission Branch Library.
   - C. Update on the branch library renovation program.
9. New Business
10. Public Comment
12. Adjournment

Main Library, Civic Center
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Tel. (415) 557-4233

Notice of Closed Session

Immediately following adjournment of its regular monthly meeting, the Library Commission will meet in closed session.

Agenda: Performance evaluations of the City Librarian and of the Secretary to the Library Commission.

Resolution #1556

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MAY, 1991. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MAY, 1991.

RESOLVED, That, in accordance with Charter Section 3.501, the following Temporary Exempt and non-Civil Service appointments which have been made by the City Librarian for the month of May, 1991, be approved:

3602, Library Page, Part-time:	Lee, Ranyon Phipps, Gabriel

AND FURTHER, That the following separations from Temporary Exempt and non-Civil Service appointments be approved:

3602, Library Page, Part-time:	Baczynski, Karine Cheng, Chan-Kin Perlstein, David

City and County of San Francisco
Public Library Commission

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

MEETING NOTICE AND AGENDA

The monthly meeting of the Library Commission will be held as follows:

Date: Tuesday, August 6, 1991

Time: 4:30 p.m.

Place: Main Library, Lurie Room

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Agenda:

1. Call to Order

2. Roll Call

3. Approval of the minutes of the July 2, 1991, monthly meeting.

4. Consent Calendar: Resolution #1557, approval of temporary exempt and non-Civil Service appointments and separations.

5. President's Report

6. City Librarian's Report

   A. Automation report: Ed McBride, Automation Coordinator.

   B. Recommendation to the Chief Administrative Officer regarding the inclusion in the proposed Civic Center Improvement Bond of 1) an underground pedestrian walkway between the BART/MUNI station and the new Main Library, and 2) a shared delivery driveway under Fulton Street: Kathy Page, Chief of Facilities Development.

   C. Review and approval of new Main Library elevators: Kathy Page.

7. Finance and Operations Committee Report: Commissioner Carlson, Committee Chair.

   A. Recommendation on a Resolution authorizing the Real Estate Department of the City and County of San Francisco to represent the San Francisco Public Library in negotiating a sale of forty acres of

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land, jointly owned by the Library and the Recreation and Park Department as part of the Alfred Fuhrman bequest.

B. Recommendation on Resolutions authorizing the Library to accept and expend grants, in the amount of $25,000 for tutor support and $35,000 for student support, to enhance Project Read.

C. Notification of the Library's application for a grant, in the amount of $10,000, for the development of "Grandparents and Books" programs in two branch libraries.

D. Recommendation on a Resolution regarding the acceptance of a gift comprising personal computer software and accessories, valued at $17,535, from Lotus Development Corporation.

E. Update on the branch library renovation program.

8. New Business

9. Public Comment

10. Adjournment

Resolution #1557

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1991. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1991.

RESOLVED, That, in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of July, 1991, be approved:

3602, Library Page

Fonseca, Michael	Lac, Tiffany
Roberts, Christen	Stites, James

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602, Library Page

Amme, Tasha	Arroyo, Dolores
Du, Buu	Jackson, Connie
James, Arthur	Mah, Jimmy
Mattfeld, Stefanie	Quatannens, John

City and County of San Francisco
Public Library Commission

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President

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2nd Vice President

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ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

***** NOTICE OF SPECIAL MEETING ****

THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION WILL HOLD A SPECIAL MEETING AS FOLLOWS:

DATE: SATURDAY, SEPTEMBER 28, 1991

TIME: 9:00 A.M.

PLACE: 44 GOUGH STREET, THIRD FLOOR

AGENDA:

8:30 A.M. Coffee

9:00 A.M. Welcome and purpose of meeting

* Introduction of facilitator and recorder
* Review of roles of the facilitator, recorder and group
* Review of Agenda - Marilyn Snider, Facilitator
* Introductions and expectations of the group
* What's going well with the San Francisco Public Library
* What's not going as well as you would like or expect?

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BREAK

* What are the external factors/trends (e.g. economic, political, social, demographic, technological, etc.) that will/might have an impact on the library during the next three years?:
  - Positively?
  - Negatively?

LUNCH

* Identify a mission/purpose statement (one sentence) for the San Francisco Public Library.
* Identify three year goals for the library (what needs to be done?
  - Brainstorm goals
  - Select four or five yaer goals

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BREAK

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* Identify the first year objectives (by when, who is going to do what) for each year of goals

* Determine the next steps/follow-up process

* Summary of the day

* Closing remarks

4:30 Adjourn

Commissioners, staff and public are invited to attend the coffee beginning at 8:30 A.M. The special meeting session will begin promptly at 9:00 A.M. There will be a mid-morning and a mid-afternoon break. Lunch will be at 12:30 P.M.

City and County of San Francisco
Public Library Commission

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ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING

The regular monthly meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, October 3, 1991

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

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AGENDA:

1. Call to Order

2. Roll Call

3. Approval of minutes of August 6, 1991 Commission meeting

4. Consent Calendar: Approval of Resolution #1568, approval of temporary exempt and non-Civil Service appointments and separations.

5. President's Report, Commissioner Steven Coulter

6. City Librarian's Report, Mr. Kenneth Dowlin

   A. Managerial Excellence Awards: Kenneth E. Dowlin, City Librarian

   B. Status report of Proposition 85 funds; Chinatown Branch: Kenneth Dowlin, City Librarian

   C. Followup on Strategic Planning Retreat of September 28: Kenneth Dowlin, City Librarian

   D. Automation Report: Ed McBride, Automation Coordinator

   E. Update on new main library and branch renovations: Kathy Page, Chief of Facilities Development

   F. Current public relations and promotional efforts: Marcia Schneider, Community Relations Librarian

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7. Finance and Operations Committee Report: Commissioner Dale A. Carlson, Committee Chair

   A. Approval of request for supplemental appropriation of approximately $6 million: Library Improvement Bond Funds.

   B. Approval of Resolution #1569: Acceptance of gift of $555,756 from the Library Foundation of San Francisco for design fees associated with the auditorium, meeting rooms, media center and special rooms of the new main library

   C. Approval of Library Fund agreement between the City & County of San Francisco and the Library Foundation of San Francisco.

   D. Approval of additional Library Improvement Bond funds totaling $50,000 for Park Branch Library renovation

8. Planning Committee Report: Commissioner Jean Kalil, Committee Chair

   A. Approval of policy on library support groups

   B. Informational: Public bicycle parking in the new main library

9. New Business

10. Public Comment

11. Adjournment

City and County of San Francisco
Public Library Commission

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President

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1st Vice President

Kenneth R. Romines E.D.D.
2nd Vice President

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Lonnie K. Chin
Ellen Ramsey Sanger
Roselyne C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

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*******NOTICE OF CANCELLATION OF MEETING*****

The regular monthly meeting of the San Francisco Public Library Commission scheduled for Tuesday, November 5, 1991 is cancelled due to lack of a quorum.

The meeting will be rescheduled at a later date during the month.

Richard Walsh, Secretary
LIBRARY COMMISSION

10/31/91

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City and County of San Francisco
Public Library Commission

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KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

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NOTICE OF MEETING

The regular monthly meeting of the San Francisco Public Library Commission originally scheduled for November 5, 1991 is rescheduled as follows:

DATE: Friday, November 15, 1991

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

2. Roll Call

3. Approval of minutes of October 1, 1991 Commission meeting

4. Consent Calendar: Approval of Resolution #1570, approval of temporary exempt and non-Civil Service appointments and separations.

5. President's Report, Commissioner Steven Coulter

   A. Process for selection of Commission Secretary

6. City Librarian's Report, Mr. Kenneth Dowlin

   A. Grandparents and Books: Loretta Dowell, Librarian

   B. Automation Report: Ed McBride, Automation Coordinator

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7. Finance and Operations Committee Report: Commissioner Dale A. Carlson, Committee Chair

   A. Public bicycle parking at main library

   B. Branch renovation projects

   C. Department of Public Works overhead charges

8. Planning Committee Report: Commissioner Jean Kalil, Committee Chair

   A. Youth at Risk program

   B. Strategic planning retreat update

   C. Update on new main library:

      - Approval of art enrichment projects
      - Public bicycle parking (From committee without recommendation)

9. New Business

10. Public Comment

11. Adjournment

City and County of San Francisco
Public Library Commission

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2nd Vice President

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LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING AGENDA

The San Francisco Public Library will hold its regular monthly meeting as follows:

DATE: Tuesday, December 3, 1991

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

2. Roll Call

3. Consent Calendar: Approval of Resolution #1572, approval of temporary exempt and non-Civil Service appointments and separations.

4. President's Report, Commissioner Steven Coulter

   A. Appointment of Jean Kalil to the Bay Area Library and Information System Advisory Board

5. City Librarian's Report, Mr. Kenneth Dowlin

   A. Recommendation for adoption of Resolution #1571: Acceptance of gift of $1,500,000 from the Library Foundation of San Francisco for lease/purchase of library automation system: Kenneth Dowlin, City Librarian

   B. Automation Report: Ed McBride, Automation Coordinator

   C. Update on new main library and branch renovations: Kathy Page; Chief, Facilities Development

   D. Grandparents and Books: Loretta Dowell

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6. Finance and Operations Committee Report: Commissioner Dale A. Carlson, Committee Chair

   A. Adoption of Resolution #1573: Authorizing the City Librarian to apply for, accept and expend funds available from the California State Library for a resource enhancement program

   B. Adoption of Resolution #1574: Authorizing the City Librarian to apply for funds available from the United States Department of Education for a Project Read Student Support Program.

   C. Adoption of Resolution #1575: Authorizing the City Librarian to apply for funds available from the United States Department of Education for a Project Read Outreach Program.

   D. Adoption of Resolution #1576: Authorizing the City Librarian to apply for funds available from the United States Department of Education for a Project Read Tutor Support Program.

   E. Update on other items.

7. Planning Committee Report: Commissioner Jean Kalil, Committee Chair

8. New Business

9. Public Comment

10. Adjournment

City and County of San Francisco
Public Library Commission

ART AGNOS
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Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING AGENDA

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, January 7, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

2. Roll Call

3. Consent Calendar

   A. Approval of Resolution #1577: Approval of temporary exempt and non-Civil Service appointments and separations.

   B. Approval of Resolution #1578: Accepting a gift to the San Francisco Public Library of publications from Jossey-Bass, Inc. valued in excess of $100,000.

   C. Approval of Resolution #1579: Accepting a gift to the San Francisco Public Library of $10,000 from the San Francisco Citizen's Inaugural Committee for Mayor-elect Frank Jordan to assist with programs for children's literacy.

4. President's Report, Commissioner Steven Coulter

   A. Discussion of bond proposals for Civic Center Plaza and Fulton St. Mall; Civic Center Garage Expansion; and Replacement of Civic Center District Heating System.

5. City Librarian's Report, Mr. Kenneth Dowlin

   A. Update on new main library and branch renovations: Kathy Page; Chief, Facilities Development

      1. Approval of proposal for public bicycle parking in new main library.

   B. Automation Report: Ed McBride, Automation Coordinator

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6. Finance and Operations Committee Report: Commissioner Dale A. Carlson, Committee Chair

   A. Approval of ordinance authorizing sale of a 50'x3,405' long natural gas pipeline easement over city-owned property in Kern County to the Mojave Pipeline Company and Kern River Gas Transmission Company for $10,625.

   B. Approval of proposed open hours for Presidio Reading Center.

7. Planning Committee Report: Commissioner Jean Kalil, Committee Chair

   A. Progress report on development of Strategic Plan: Goals and Objectives 1991-1994

8. New Business

9. Public Comment

10. Adjournment

City and County of San Francisco
Public Library Commission

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President

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1st Vice President

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2nd Vice President

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ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING AGENDA

/92

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, February 4, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

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1. Call to Order

2. Roll Call

3. Consent Calendar

   A. Approval of Resolution #1581: Approval of temporary exempt and non-Civil Service appointments and separations.

4. President's Report, Commissioner Steven Coulter

   A. Recommendation to rename Noe Valley Branch to Noe Valley-Sally Brunn Branch

   B. Appointment of Nominating Committee

5. City Librarian's Report, Mr. Kenneth Dowlin

   A. Update on new main library and branch renovations: Kathy Page; Chief, Facilities Development

   B. Automation Report: Ed McBride, Automation Coordinator

   C. Anticipated impact of service retirements occurring 2/1/92-3/30/92: Kenneth Dowlin

   D. Proposition J proposal: Kenneth Dowlin

6. Finance and Operations Committee Report: Commissioner Dale A. Carlson, Committee Chair

   A. Approval of Resolution #1581: Acceptance of gift of $6,000 to the San Francisco Public Library from the Theodore Johnson Foundation through the Friends of the Library for books and materials to update the collections of Project Read.

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B. Approval of Resolution #1582: Authorizing the City Librarian to apply for, accept and expend funds not to exceed $750,000 available through the California State Library from Title II of the Library Services and Construction Act for Public Library Construction.

C. Adoption of proposed changes to current meeting room policy.

D. Change in public service hours at Library for the Blind

E. Discussion of receipt of books and related materials from the 6th Army at the Presidio.

F. FY 1992-93 Budget update

7. Planning Committee Report: Commissioner Jean Kalil, Committee Chair

A. Progress report on development of Strategic Plan: Goals and Objectives 1991-1994

8. New Business

9. Public Comment

10. Adjournment

Agenda
February 4, 1992

Public Library Commission

Resolution #1581

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY,1992.

RESOLVED, that in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of January, 1992 be approved:

3602 Library Page

Cavalier, Anton
Cravotta, Dave
Daggs, Shay
Green, Anita
Ho, Mei Mei
Morrison, Jay
Owens, Dwayne
Sayyed, Taufig
Scofield, Stewart

3630 Librarian I

Lynds, Katherine
Ritter, Jane

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Ali, Shabnam
Ramil, Robert

City and County of San Francisco

Public Library Commission

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2nd Vice President

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ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: Tuesday, February 18, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room
First floor, Main Library

AGENDA:

1. Adoption of proposed changes to meeting room policy.

2. Fiscal Year 1992-93 budget request.

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City Librarian

RICHARD P. WALSH
Commission Secretary

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MAR 2 - 1992
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PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, March 3, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

2. Roll Call

3. Approval of February 4, 1992 minutes

4. Consent Calendar

   A. Approval of Resolution #1584: Approval of temporary exempt and non-Civil Service appointments and separations.

5. President's Report, Commissioner Steven Coulter

   A. Report of Nominating Committee: Election of Officers

   B. White House conference on library services

6. City Librarian's Report, Mr. Kenneth Dowlin

   A. Presentation of books for the Effie Lee Morris Historical and Research Collection of Children's Literature: Effie Lee Morris

   B. Update on new main library and branch renovations: Kathy Page; Chief, Facilities Development

      1. Approval of Resolution # 1585: Authorizing the City Librarian to apply for, accept and expend funds not to exceed $745,000 available through the California State Library from Title II of the Library Services and Construction Act for Public Library Construction (amends Resolution #1583)

   C. Automation Report: Ed McBride, Automation Coordinator

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D. Options for handling service retirements occurring 2/1/92-3/30/92: Hope Hayes, Chief of Main; Neel Parikh, Chief of Branches; Nancy Musser, Chief of Technical Services

E. Update on Schomburg and other exhibits in main library: Audrey Powers, Chief of Main office

F. Approval of Resolution #1586: Acceptance of gift from the Library Foundation of San Francisco of $823,012 for design services for the new main library: Kathy Page, Chief of Facilities Development

7. Finance and Operations Committee Report: Commissioner Dale A. Carldon, Committee Chair

A. Authorization to sell remaining library bonds in the amount of $84,500,000: Russ Abel: Bureau of Architecture.

B. Approval of Resolution #1587: Accepting a gift from the San Francisco Building and Construction Trades Council of demolition and asbestos removal services valued at $125,000 for the demolition and removal of debris from the structure known as 100 Larkin Street on Marshall square in Civic Center.

8. Planning Committee Report: Commissioner Jean Kalil, Committee Chair

A. Progress report on development of Strategic Plan: Goals and Objectives 1991-1994

B. Mission Branch Renovation Program: Plan of Service: Neel Parikh, Chief of Branches

9. New Business

10. Public Comment

11. Adjournment

Agenda
March 3, 1992

Public Library Commission

Resolution #1584

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY,1992.

RESOLVED, that in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of February, 1992 be approved:

3602 Library Page

Berger, Jamie
Kennedy, Karen

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

None

City and County of San Francisco
Public Library Commission

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APR 1992
SAN FRANCISCO

FRANK M. JORDAN
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President

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ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, April 7, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Roll Call
3. Approval of March 3, 1992, minutes
4. Consent Calendar
   A. Approval of Resolution #1588: Approval of temporary exempt and non-Civil Service appointments and separations
5. President's Report: Commissioner Steven Coulter
6. City Librarian's Report: Mr. Kenneth Dowlin
   A. Adoption of Affirmative Action Plan
   B. New main library and branch renovations: Kathy Page, Chief, Facilities Development
      1. Adoption of EIR findings regarding new main library.
      2. Approval of final phase design for new main library
      3. Approval of appropriation of $408,000 from the 4th sale of Library Improvement Bonds to pay for legal and financial services, and for testing program of base isolators, associated with construction of new main library

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C. Automation Report: Ed McBride, Automation Coordinator

D. Public bicycle parking at main library: Hope Hayes, Chief of Main

7. Finance and Operations Committee Report: Commissioner Dale Carlson, Committee Chair

A. Review of Presidio Branch open hours

B. FY 1992-93 budget

C. Approval of Resolution 1589: Authorizing the San Francisco Library to apply for funds not to exceed $85,000 available through the U.S. Department of Education from the Library Services and Construction Act (LSCA) for the purchase for foreign language materials for the fiscal year 1992/93

8. Planning Committee Report: Commissioner Jean Kalil, Committee Chair

A. Adoption of Strategic Plan

9. New Business

10. Public Comment

11. Adjournment

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Draft #2
San Francisco Public Library Commission
April 1992

A COMMUNITY VISION
SAN FRANCISCO PUBLIC LIBRARY SYSTEM
FIVE YEAR PLAN

Why a Strategic Plan?

The San Francisco Public Library is the most democratic civic, social, and cultural institution in the City and County of San Francisco.

As a preserver and organizer of human knowledge, a champion of literacy and intellectual freedom, it is a resource for our children, scholars, entrepreneurs and pleasure readers, yet it is distinctively a people's institution. There is no admission charge to come inside. Our intention is to provide the finest public library service in the country.

The Library Commission and staff recognize that the achievement of this vision can only be realized through the efforts of creative partnerships between the Public Library and the communities and constituencies it seeks to serve. Toward that end--and after extensive public hearings wherein the thoughts and ideas of citizens have been actively solicited, refined, and embraced--the Commission has adopted this strategic plan for the library:

- To define the role of the Public Library in the community;
- To provide goals and objectives for community action; and,
- To serve as a means of measuring the Public Library's performance and the quality of its service by the standards of those goals.

This strategic plan is intended to establish a long term course of action for the Public Library. It is a compact between the Commission, staff and patrons.

MISSION STATEMENT

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

GOALS

System Access

- Over the next five years, creatively find the means to have each of the 26 neighborhood branches and the Main Library open at least 60 hours per week, with computer access available 24 hours a day.

Collections

- The Public Library will develop and maintain a body of books, materials and electronic resources reflecting San Francisco's diversity, suitable for its contemporary needs and providing for its future vitality.

- The Public Library will double the size of its book collection within 15 years, with an immediate goal of adding one new book per child each year.

- In addition to its broad-based general collection, the Public Library will focus special attention on those services of particular importance to the community, such as services for children, the sight and hearing impaired, small business development and adult literacy.

- Where there is serious need and interest, the Public Library will develop a few special collections to research depth, inviting scholarly inquiry and community participation and support.

Facilities

- The Public Library's facilities will be fully functional; conducive to reading, learning, and thought; and supported by state-of-the-art, easy to use technology.

Community Pride

- The Public Library will be a source of pride for the people of San Francisco as a resource for individual and community achievement, as a democratic institution and bastion of intellectual freedom, as an asset for the literary community, and as a focal point for civic, community and neighborhood activity.

- Every child in San Francisco will have a Public Library card.

Staff and Community Involvement

- The Public Library's staff will be diverse, personable, helpful and fully capable of meeting a broad spectrum of needs, and the Library will provide its staff with an atmosphere, training and resources necessary for personal development.

- The Public Library will encourage community participation in the institution, recruiting a large number of talented advisers, scholars, docents, fund raisers and volunteers to support and enhance the library services.

Benchmarks for Implementation of Goals

(To be added later for staff guidance and evaluation)

City and County of San Francisco
Public Library Commission

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2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: Friday, April 17, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room
First floor, Main Library

AGENDA:

1. Adoption of EIR findings regarding new main library.
2. Approval of final phase design for new main library

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City and County of San Francisco
Public Library Commission

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City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, May 5, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

2. Roll Call

3. Approval of April 7, 1992, Minutes

4. Consent Calendar

   A. Approval of Resolution #1590: Approval of temporary exempt and non-Civil Service appointments and separations

5. President's Report: Commissioner Steven Coulter

6. City Librarian's Report: Mr. Kenneth Dowlin

   A. FY 1992-93 budget update

   B. Presidio grounds clean-up: Neel Parikh, Chief of Branches

   C. Update on new main library and branch renovations: Kathy Page, Chief, Facilities Development

   D. Update on new computer system: Ed McBride, Coordinator, Automation Services

7. Finance and Operations Committee Report: Commissioner Dale A. Carlson, Committee Chair

   A. Approval of public bicycle parking at main library

   B. Acceptance of gift valued at $18,962 from the

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Library Foundation of San Francisco for the purchase of videotape preservation equipment for the Peter Adair collection, to be donated to the library's Gay/Lesbian Center

C. Acceptance of gift valued at $400,000 from the Library Foundation of San Francisco for the Barbara Grier collection, to be donated to the library's Gay/Lesbian Center

D. Acceptance of gift of a bookmobile valued at $113,000 from the Friends of the Library

E. Proposal to close library system to implement new computer system (from committee without recommendation)

F. Library bond project budget and approval of funding for DPW services during 1992/93 and a portion of 1993/94 (from committee without recommendation)

8. Planning Committee Report: Commissioner Jean Kalil, Committee Chair

A. Final adoption of Strategic Plan: Consideration of the change of language in the Plan discussed at previous Commission meeting

9. New Business

10. Public Comment

11. Adjournment

City and County of San Francisco
Public Library Commission

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SAN FRANCISCO
PUBLIC LIBRARY

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Mayor

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Commissioners

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City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, June 2, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

2. Roll Call

3. Approval of minutes April 17, 1992 special meeting
   Approval of minutes May 5, 1992 regular meeting

4. Consent Calendar

   A. Approval of Resolution #1594: Approval of temporary exempt and non-Civil Service appointments and separations.

5. President's Report, Commissioner Steven Coulter

   A. Presentation by Mr. Martin Paley, Library Foundation

6. City Librarian's Report, Mr. Kenneth Dowlin

   A. Automation Report: Ed McBride, Automation Coordinator

   B. Branch renovation and new main library progress report: Kathy Page, Chief of Facilities Development

7. Finance and Operations Committee Report: Commissioner Dale A. Carlson, Committee Chair

   A. Recommendations for budget implimentation strategies; adjustments to open hours.

   B. Consideration of closing library system for computer conversion and training

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C. Report on rules for use of library meeting rooms

D. Approval of Prop 85 contract for Chinatown Branch expansion project

E. Approval of Resolution #1595: Authorizing the City Librarian to apply for, accept and expend LSCA grant funds for renovation and expansion of Mission Branch

F. Review of DPW overhead charges

8. Planning Committee Report: Commissioner Jean Kalil, Committee Chair

9. New Business

10. Public Comment

11. Adjournment

City and County of San Francisco
Public Library Commission

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ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, July 7, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of minutes June 2, 1992 regular meeting
5. Consent Calendar
   A. Approval of Resolution #1596: Approval of temporary exempt and non-Civil Service appointments and separations.
6. President's Report, Commissioner Steven Coulter
7. City Librarian's Report, Mr. Kenneth Dowlin
   A. Automation Report: Ed McBride, Automation Coordinator
   B. Branch renovation progress report: Kathy Page, Chief of Facilities Development
8. Finance and Operations Committee Report: Commissioner Dale A. Carlson, Committee Chair

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A. Authorization to petition probate court to expand definition of materials and format which may be purchased with Fuhrman funds: Executive session for consultation from City Attorney's Office relative to anticipated litigation: Mark Barmore, Deputy City Attorney.

B. Approval of Fuhrman Fund expenditure amount for FY 1992-93

C. Approval of Resolution #1597 to apply for, accept and expend funds not to exceed $65,528, available through the state library from Title I of the Library Services and construction Act for Major Urban Resource Libraries for FY 1992-93

D. Report on supplemental budget appropriation for funding alternate library site for Chinatown Branch during renovation/expansion

E. Report on rules for use of library meeting rooms

9. Planning Committee Report: Commissioner Jean Kalil Committee Chair

A. Report on Indoor Air Quality: New Main Library

B. Report on ESP II: Branch Library Facilities

10. New Business

11. Public Comment

12. Adjournment

Resolution #1596

APPROVAL OF SEPARATION OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JUNE, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following separation from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Batsford, Julie
Berger, Jamie
Campos, Nelson
Cavalier, Anton
Cravotta, Dave
Fenno, Jonathan
Kilgallen, Margaret
Morrison, Jay
Scofield, Stewart
Im, Romonyvuth
Jee, Mitchell
Kavanagh, Teresa
McNee, Felix
Mguyen, Linh
Pappadakis, Debra
Bourne, Mollie

RESOLUTION # 1597

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $65,528 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR MAJOR URBAN RESOURCE LIBRARIES FOR FISCAL YEAR 1992/93.

WHEREAS, The California State Library has Federal Library Service and Construction Act Funds available to support Major Urban Resource Libraries; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the State of California and continue to be designated as a Major Urban Resource Library; and

WHEREAS, The San Francisco Public Library is eligible to these funds as a city with a population of 100,000 or more; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for, accept and expend federal funding not to exceed $65,528 for designated Major Urban Resource Libraries; and be it

RESOLVED, that indirect costs are not allowed in this grant, and therefore these costs be waived and the entire amount of the grant be used for the purchase of library materials and the cost of one required workshop.

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

City and County of San Francisco
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Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, August 4, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of minutes June 2, 1992 regular meeting

5. Consent Calendar

   A. Approval of Resolutions #1596 and #1598: Approval of temporary exempt and non-Civil Service appointments and separations.

6. President's Report: Commissioner Steven Coulter

7. City Librarian's Report: Mr. Kenneth Dowlin, City Librarian

   A. Supplemental Appropriation: Kenneth Dowlin, City Librarian

   B. Proposal for Murals at the Western Addition Branch Kenneth Dowlin, City Librarian

   C. Automation Report: Ed McBride, Automation Coordinator

   D. New Main Library project and Branch Library renovation update: Kathy Page, Chief of Facilities Development

8. Civic Center Tot Lot: Linda Geisthinger, MCD

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9. Finance and Operations Committee Report:
Dale A. Carlson, Committee Chair

   A. Authorization to petition probate court to expand definition of materials and format which may be purchased with Fuhrman funds: Executive session for consultation from City Attorney's Office relative to anticipated litigation: Mark Barmore, Deputy City Attorney.

   B. Approval of Fuhrman Fund expenditure amount for FY 1992-93

   C. Approval of Resolution #1597 to apply for, accept and expend funds not to exceed $65,528, available through the state library from Title I of the Library Services and construction Act for Major Urban Resource Libraries for FY 1992-93

   D. Report on supplemental budget appropriation for funding alternate library site for Chinatown Branch during renovation/expansion

   E. Chinatown Roof Garden Project Update: Rich Walsh, Manager of Facilities & Finance

10. Planning Committee Report: Commissioner Jean Kalil, Committee Chair

   A. Report on Indoor Air Quality - New Main Library: Kathy Page, Chief of Facilities Development

   B. Report on ESP II: Branch Library Facilities Status Report: Kathy Page, Chief of Facilities Development

11. Librarian's Guild Report: Jason Gibbs

12. New Business

13. Public Comment

14. Adjournment

Resolution #1596

APPROVAL OF SEPARATION OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JUNE, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following separation from Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the Month of June, 1992 be approved:

3602 Library Page

Batsford, Julie
Berger, Jamie
Campos, Nelson
Cavalier, Anton
Cravotta, Dave
Fenno, Jonathan
Kilgallen, Margaret
Morrison, Jay
Scofield, Stewart
Im, Romonyvuth
Jee, Mitchell
Kavanagh, Teresa
McNee, Felix
Mguyen, Linh
Pappadakis, Debra
Bourne, Mollie

RESOLUTION # 1597

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $65,528 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR MAJOR URBAN RESOURCE LIBRARIES FOR FISCAL YEAR 1992/93.

WHEREAS, The California State Library has Federal Library Service and Construction Act Funds available to support Major Urban Resource Libraries; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the State of California and continue to be designated as a Major Urban Resource Library; and

WHEREAS, The San Francisco Public Library is eligible to these funds as a city with a population of 100,000 or more; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for, accept and expend federal funding not to exceed $65,528 for designated Major Urban Resource Libraries; and be it

RESOLVED, that indirect costs are not allowed in this grant, and therefore these costs be waived and the entire amount of the grant be used for the purchase of library materials and the cost of one required workshop.

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

Resolution #1598

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following separation from Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of July, 1992 be approved:

3602 Library Page

Harris, Cayenne
Haynes, Shantel
Louie, Gin
Nguyen, William
Nicholson, Jane
Truong, Phu
Yu, Jeannie

AND FURTHER, The following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Cabrera, Mary
Oliveira, Selma
Phipps, David
Richard, Andrew

City and County of San Francisco
Public Library Commission

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ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING

The Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, September 1, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

   Election of Chair pro-tem

2. Pledge of Allegiance

3. Roll Call

4. Approval of minutes August 4, 1992 regular meeting

5. Consent Calendar

   A. Approval of Resolution #1599: Approval of temporary exempt and non-civil service appointments and separations

6. President's Report, Commissioner Steven Coulter

   A. Orientation on Commission meeting schedules and By-Laws: Dale Carlson, Commissioner

   B. Briefing of the Brown Act: Mark Barmore, Deputy City Attorney

   C. BALIS Appointment: Dale Carlson, Commissioner

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7. City Librarian's Report, Mr. Kenneth Dowlin

   A. Fuhrman Bequest-Kern County Shell Oil proposal to extend existing lease: Kenneth Dowlin, City Librarian

   B. Friends of the San Francisco Public Library Board or Directors: Kenneth Dowlin, City Librarian

   D. Resolution #1600 to accept a gift of calligraphy pieces from Frederick C. Kracke and Florence Phillips: Mariam Morley, Deputy City Attorney

   E. City and County of San Francisco versus Frederick C. Kracke et al.: **(CLOSED SESSION ATTORNEY-CLIENT CONFERENCE)** Mariam Morley, Deputy City Attorney

   F. Presentation to establish a memorial to the Effie Lee Morris Historical & Research Collection: Kenneth Dowlin, City Librarian, Effie Lee Morris, Former Coordinator of Children's Services and Linda Geistlinger, Main Children's Department

   G. New Main Status Report: Kathy Page, Chief of Facilities Development

   H. Branch Renovation Summary: Kathy Page, Chief of Facilities Development

   I. Automation Report: Ed McBride, Coordinator of Automation Services

   J. Digital Equipment AIDS Network Grant: Ed McBride, Automation Services

8. Finance and Operations Committee Report: Commissioner Dale Carlson, Committee Chair

   A. Recommendation that the Library accept the MURLS Grant for $65,000.00: Nancy Musser, Chief of Technical Services

   B. Proposal to accept and expend the Foreign Language Grant for $85,000.00: Hope Hayes, Chief of Main

9. Planning Committee Report
10. New Business
11. Public Comment
12. Adjournment

Resolution #1599

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month March, 1992 be approved:

3602 Library Page

Barahona, Maria
Beneby, Emery
Custodio, Andre
Gauquier, Nancy
Hamilton, Anthony
Jorge, Patricia
Nguyen, Quynh-Dao
Truong, Loi

8207 Building & Grounds Patrol Officer

Dantzler, Darren

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Le, Hung
O'Neil, Mary
Sayyed, Taufiq
Vong, Dong
Wender, Stephen

City and County of San Francisco
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ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING CHANGE

The Public Library Commission meeting of September 1, 1992, has been postponed until September 8, 1992, at 4:30 P.M. in the Lurie Room, Main Library.

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ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF MEETING

The Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, September 8, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of minutes August 4, 1992 regular meeting
5. Consent Calendar
   A. Approval of Resolution #1599: Approval of temporary exempt and non-civil service appointments and separations
6. President's Report, Commissioner Steven Coulter
   A. Orientation on Commission meeting schedules and By-Laws: Dale Carlson, Commissioner
   B. Briefing of the Brown Act: Mark Barmore, Deputy City Attorney
   C. BALIS Appointment: Dale Carlson, Commissioner

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7. City Librarian's Report, Mr. Kenneth Dowlin

   A. Fuhrman Bequest-Kern County Shell Oil proposal to extend existing lease: Kenneth Dowlin, City Librarian

   B. Friends of the San Francisco Public Library Board or Directors: Kenneth Dowlin, City Librarian

   D. Resolution #1600 to accept a gift of calligraphy pieces from Frederick C. Kracke and Florence Phillips: Mariam Morley, Deputy City Attorney

   E. City and County of San Francisco versus Frederick C. Kracke et al.: **(CLOSED SESSION ATTORNEY-CLIENT CONFERENCE)** Mariam Morley, Deputy City Attorney

   F. Presentation to establish a memorial gift fund to the Effie Lee Morris Historical & Research Collection: Kenneth Dowlin, City Librarian, Effie Lee Morris, Former Coordinator of Children's Services and Linda Geistlinger, Main Children's Department

   G. New Main Status Report: Kenneth Dowlin, City Librarian

   H. Branch Renovation Summary: Neel Parikh, Chief of Branches

   I. Automation Report: Ed McBride, Coordinator of Automation Services

   J. Digital Equipment AIDS Network Grant: Ed McBride, Automation Services

8. Finance and Operations Committee Report: Commissioner Dale Carlson, Committee Chair

   A. Recommendation that the Library accept the MURLS Grant for $65,000.00: Hope Hayes, Chief of Main

   B. Proposal to accept and expend the Foreign Language Grant for $85,000.00: Hope Hayes, Chief of Main

9. Planning Committee Report
10. Librarian Guild
11. New Business
12. Public Comment
13. Adjournment

Resolution #1599

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month March, 1992 be approved:

3602 Library Page

Barahona, Maria
Beneby, Emery
Custodio, Andre
Gauquier, Nancy
Hamilton, Anthony
Jorge, Patricia
Nguyen, Quynh-Dao
Truong, Loi

8207 Building & Grounds Patrol Officer

Dantzler, Darren

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Le, Hung
O'Neil, Mary
Sayyed, Taufiq
Vong, Dong
Wender, Stephen

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Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

NOTICE OF ADDITIONAL AGENDA ITEM

Listed below is one additional agenda item which will be considered by the Public Library Commission at the following meeting.

DATE: Tuesday, September 8, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

ADDITIONAL AGENDA ITEM:

City Librarian Report, Kenneth Dowlin

K. Recommendation to adopt a resolution authorizing the Real Estate Department to process documents and Board of Supervisor's legislation to complete the Union Oil Company of California ownership transfer of crude oil pipelines to Union Oil Pipeline Company: Kenneth Dowlin, City Librarian

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, October 6, 1992

TIME: 2:30 P.M. (At the request of Commissioners and the Public the meeting time has been changed in observance of Rosh Hashanah)

The Eureka Valley Flag agenda item will be discussed after 3:00 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of September 8, 1992 minutes regular meeting.
5. Consent Calendar
   A. Approval of Resolution #1603: Approval of temporary exempt and non-civil service appointments and separations
6. President's Report, President Steven Coulter
   A. Committee Appointments
7. City Librarian's Report, Kenneth Dowlin
   A. Fiscal Year 1992-93 Budget update: Kenneth Dowlin, City Librarian

B. Update on New Main Library: Kathy Page, Chief of Facilities Development

C. Commission Orientation: Kenneth Dowlin, City Librarian

D. Commission to establish Congressional and State contacts: Kenneth Dowlin, City Librarian

8. Finance and Operations Committee Report: Commissioner Dale Carlson, Committee Chair

A. Approval of Resolution #1604: Authorizing the City Librarian to accept and expend a Library Service and Construction Act, Title VI Grant of $29,033.00 for Student Outreach Services: Anna Linder, Project Read Director

B. Approval of Resolution #1605: Authorizing the City Librarian to accept and expend Library Service and Construction Act, Title VI Grants of 34,530.00 for Student Support Services: Anna Linder, Project Read Director

C. From Committee Without recommendation: Discussion/adoption of policy on displaying flags on Library buildings: Dale Carlson, Commissioner

D. Approval of Resolution #1606: conveying easement rights for oil pipelines from Union Oil Company Of California to Union Oil Pipelines Company a wholly own subsidiary of UNOCAL: Kenneth Dowlin, City Librarian

E. Authorizing approval of expenditure of $235,000 from the Fuhrman Funds for FY 1992-93: Nancy Musser, Chief of Technical Services

F. Approval of Resolution #1607: Supporting San Francisco Tomorrow's proposal to update the Civic Center Master Plan: Dale Carlson, Commissioner

G. Approval of supplemental appropriation of the Library Improvement Bond funds for Main Library construction in the amount of $86,213,304: Russ Abel, Department of Real Estate

H. Authorizing approval of expenditure for $3,000.00 for the San Francisco Public Library Annual Report: Marcia Schneider, Community Relations Librarian

I. Status report on doing business with Shell Oil: Dale Carlson, Commissioner

9. Planning Committee Report

10. Librarian's Guild

11. New Business

12. Public Comment

13. Adjournment

RESOLUTION #1603

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER 1992.

RESOLVED, that in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the September, 1992 be approved:

3602 Library Page

Kilgallen, Margaret
McGibney, Tom
Nguyen, Ngoc
Tang, Menghieng
Trinh, Tho
Wu, Benjamin

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 LIBRARY PAGE

Huynh, Frank
Aaronson, Adam
Hembree, Janice
McIntire, Ann
Monservas, Lusie
Moran, Ofelia
Trade, Sean

SF
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#1
11/3/92

Agenda

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, November 3, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of minutes of October 6, 1992

5. Consent Calendar

   A. Approval of Resolution #1609: Approval of temporary exempt and non-civil service appointments and separations

6. President's Report, President Steven Coulter

   A. Distribution of Schedule of Commission and Committee meetings

   B. Committee Assignments

7. City Librarian's Report: Hope Hayes, Acting City Librarian

   A. Update on Branch Library Renovation Project: Kathy Page, Chief of Facilities Development

   B. Arrival of New Bookmobile: Gloria Hanson, Assistant to the Chief of Branches

8. Finance and Operations Committee Report:
Commissioner Dale Carlson, Committee Chair

A. Approval of supplemental appropriation for FY 1992-93 of $160,000 to restore Sunday hours in the Main Library and the Jail Project by December 1, 1992.

B. Strategy for implementation of furlough program: Hope Hayes, Acting City Librarian

C. Approval of Resolution #1610: RESOLVED, that the Library Commission does hereby adjust branch open hours on Wednesday, November 25, 1992, from 10:00 AM to 6:00 PM, in observance of the Thanksgiving Holiday: Neel Parikh, Chief of Branches

D. Approval of supplemental appropriation of bond interest derived from the 1988 Library Improvement Bond for the new Main Library project: Russ Abel & Jim Cheng, Bureau of Architecture

E. Approval of Resolution #1611: To accept a gift of $9,614,568 from the Library Foundation of San Francisco to fund building enhancements for the new Main Library: Russ Abel & Jim Cheng, Bureau of Architecture

F. Library Commission appointment to the Civil Service Orientation on Performance Appraisals: Hope Hayes, Acting City Librarian

9. Planning Committee Report

10. Librarian's Guild

11. New Business

12. Public Comment

13. Adjournment

Resolution #1609

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of September, 1992 be approved:

3602 Library Page

Berger, Chaska
Chu, Thomas
Hui, Jenny
Markosian, Adam

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Hendricks, Carolyn
Irizarry, Teresa
Lane, Kerry
Manischewitz, Rachel

DOCUMENTS DEPT.
DEC 02 1992
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, December 1, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes of November 3, 1992

5. Consent Calendar

   A. Approval of Resolution #1612: Approval of temporary exempt and non-civil service appointments and separations

6. President's Report, President Steven Coulter

   A. Formal Switch of Committee Members

   B. Appointment of Election Committee

7. City Librarian's Report: Kenneth Dowlin, City Librarian

   A. Distribute Copies of the Library Hours Survey

   B. Library Commission Appointment to the Civil Service Orientation on Performance Appraisals

C. BALIS Appointment to the Advisory Board

D. Distribute Copies of the Library Hours Survey

E. Revise Bylaws

8. Finance and Operations Committee Report:
Commissioner Dale Carlson, Committee Chair

A. Strategy for Implementation of Furlough Program

B. Approval of Resolution #1613: Providing Information and Assistance to San Francisco Public Library Patrons Regarding Lead Poisoning Hazards and Prevention

C. Update on Branch Library Renovation

D. Update on New Main

E. Effect on Service of the Implementation of Budget Reductions

9. Planning Committee Report

A. Briefing on Strategic Long Term Budget Plan

10. Librarians' Guild

11. New Business

12. Public Comment

13. Adjournment

LIBRARY COMMISSION MINUTES
NOVEMBER 3, 1992

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, November 3, 1992, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 P.M. by President Coulter.

II. Roll Call

The following Commissioners were noted present: President Coulter, Commissioners Carlson, Gee, Herlihy, Kopp and Rosenberg. Commissioner Swig was excused

III. Approval of Minutes

It was moved by Commissioner Gee and unanimously approved that the minutes of the October 6, 1992, Commission meeting be approved.

IV. Consent Calendar

It was moved by Commissioner Carlson and unanimously approved that Resolution #1609, temporary exempt and non-Civil Service appointments and separations for August, 1992, be adopted. (Resolution #1609 attached)

V. President's Report

A. Schedule of Commission and Committee Meetings: President Coulter stated that the Commission usually follows the list of scheduled meetings, but meeting dates and times are subject to change.

B. Committee Assignments: Held for discussion until Commission meeting of December 1, 1992.

VI. City Librarian's Report

A. Survey of Library Hours: The Survey Committee is conducting a field test study of library service hours. The final survey will be completed in late January or early February.

Commissioner Rosenberg questioned if consideration would be given to the individual librarians in determining what hours of service were best for their surrounding neighborhood. Hope Hayes, Acting City Librarian, stated librarian input would be considered along with community input, taking into account the library's financial state. The survey's intent is to reach users and non-users. Hope Hayes said the "Survey of Library Hours" will be brought before the Commission for distribution.

Commissioner Herlihy requested that the Commission consider opening the Presido Branch on Wednesdays at 3:00 PM instead of 4:00 PM. Commissioner Herlihy stated that through discussions with librarians and observations of other branches, many children proceed to the library from school later to be picked up at 6:00 PM by their parents. For any family that looks to the library as a safe place for their child between school ending and parents getting off work, Commissioner Herlihy requested that the Presido Branch open one hour earlier on Wednesday. Neel Parikh, Chief of Branches, stated that the Presido Branch is a Reading Center open 4 to 5 hours every day from 4:00 PM to 9:00 PM at the request of the community through a neighborhood survey, and that recent use statistics show that the reading center hours need to be adjusted from 4:00 PM to 3:00 PM. Ms. Parikh indicated the hours will be adjusted once the "Survey of Library Hours" is completed.

Ms. Parikh added that the survey of library hours originated when Commissioner Dale Carlson and she attended neighborhood meetings where concerns to have library hours adjusted to meet the needs of the neighborhood were expressed. Neel Parikh stated that sometimes the hours the neighborhood suggests were not the hours traditionally found to be busy by librarians. Generally, the library has set hours based on what librarians know as heavy hours as well as staffing needs throughout the system. The survey serves as a way of formalizing

input and getting a different perspective of what neighborhoods want.

B. **Fiscal Year 1993-94 Budget:**
Hope Hayes reported that the Mayors's Office sent out budget instructions and the City anticipates a possible FY 1993/94 deficit between $150 million to $200 million. The library must put together a baseline budget based on the reductions the library has already received.

C. **Update on Branch Library Renovation Project:**
Neel Parikh stated that the library staff have identified a site for the Chinatown Branch, the Panzini building at 170 Columbus Avenue. Discussion with the owners is underway as the library tries to secure funding. The Chinatown Branch will close around the beginning of June. The original plan was to fund the Chinatown Branch site through the FY 1993/94 budget, but with the anticipated deficit, other funding sources are being sought. Further discussion regarding renovation was deferred to the November 24, 1992, Finance and Operations Committee meeting.

D. **Bookmobile:**
Gloria Hanson, Assistant Chief of Branches, stated the new bookmobile, funded by The Friends Of The San Francisco Public Library, will be inaugurated on Tuesday, November 10, 1992, at 10:00 A.M. The Friends Of The San Francisco Public Library published and distributed a newsletter on the new bookmobile and notified the news media

VII. <u>Finance and Operations Committee Report</u>

A. **Approval of Supplemental Appropriation for FY 1992/93 of $160,000 to Restore Sunday Hours in the Main Library and the Jail Project by December 1, 1992:**
It was moved by Commissioner Herlihy and unanimously approved to restore the Jail Project and Sunday hours in the Main Library by December 1, 1992. Hope Hayes, stated the funds can only be used as designated by the Board of Supervisors, for Sunday hours and the Jail Project. Of the $160,000, $30,000 is for the Jail Project which encompasses one part-time librarian and one library page. The library staff provides books for the prisoners but, due to a lack of increased funding, only one-half of the City Jail population and one-half of the San Bruno Jail population can

receive library services. Commissioner Herlihy volunteered to participate in meetings with Sheriff Michael Hennessey to discuss the Jail Project funding efforts. Hope Hayes stated staffing the Sunday hours is still in the planning process.

B. **Strategy for Implementation of Furlough Programs:** At Commissioner James Herlihy's request, this item was referred back to the Finance and Operations Committee for further study.

C. **Resolution #1610:**
It was moved by Commissioner Herlihy and unanimously approved to strike the words IN OBSERVANCE OF THE THANKSGIVING HOLIDAY and have Resolution #1610 read as follows: RESOLVED, That the Library Commission does hereby adjust branch open hours on Wednesday, November 25, 1992, from 10:00 AM to 6:00 PM, Thanksgiving Eve.

Commissioner Herlihy stated that the reasons for closure were that on Thanksgiving Eve few people used the library between 6:00 PM and 9:00 PM and that closure reduces salary expense.

D. It was moved by Commissioner Herlihy and unanimously approved that the supplemental appropriation of $7 million of interest derived from the 1988 Library Improvement Bond for the new Main Library project be approved.

E. **Resolution #1611:** It was moved by Commissioner Gee and unanimously approved to accept a gift of $9,614,568 from the Library Foundation of San Francisco to fund building enhancements for the new Main Library. **(Resolution #1611 attached)**

F. At the request of Hope Hayes, the Library Commission appointment to the Civil Service Orientation on Performance Appraisals was referred back to the Finance and Operations Committee.

VIII. Planning Committee

No report

IX. Librarian's Guild

No report

X. New Business

Commissioner Rosenberg commended David Schwabe and Joan Lefkowitz for their service involvement with the Ballot Reader Program for the Blind, along with the production of an Audio newsletter.

XI. Public Comment

None

There being no further business to conduct, the November 3, 1992, regular commission meeting was adjourned at 5:23 PM.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, December 1, 1992, at 4:30 PM, in the Lurie Room, Main Library.

Donna Marion

Donna Marion
Assistant to the Library Commission

11/24/92:dm

Resolution #1609

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of September, 1992 be approved:

3602 Library Page

Berger, Chaska
Chu, Thomas
Hui, Jenny
Markosian, Adam

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Hendricks, Carolyn
Irizarry, Teresa
Lane, Kerry
Manischewitz, Rachel

Resolution #1611

[ACCEPTANCE OF A GIFT]

ACCEPTING A GIFT TO THE SAN FRANCISCO PUBLIC LIBRARY IN THE AMOUNT OF $9,614,568 TO FUND BUILDING ENHNACEMENTS FOR NEW MAIN LIBRARY.

WHEREAS, A new main library will be constructed on Marshall Square in Civic Center; and,

WHEREAS, Funding for construction of the new main library is provided by the proceeds of general obligation bonds approved by the voters in 1988; and,

WHEREAS, The Libray Foundation of San Francisco has agreed to fund certain building enhancements to the new main library; now, therefore be it

RESOLVED, That the Library Commission does hereby accept funds in the amount of $9,614,568 to fund these enhancements; and be it

FURTHER RESOLVED, That the Library Commission hereby expresses its gratitude to the Library Foundation of San Francisco for its generosity.

City and County of San Francisco

Department of Public Works
Bureau of Architecture

MEMO TO: Steven Coulter
President, Public Library Commission

FROM: Norman Karasick
City Architect
Bureau of Architecture
Department of Public Works

THROUGH: Kenneth Dowlin
City Librarian

Dale Carlson
Chairman
Library Commission Finance Committee

DATE: October 20, 1992

RE: SUPPLEMENTAL APPROPRIATION FOR CONSTRUCTION OF AND CONSTRUCTION CONTINGENCY FOR THE NEW SAN FRANCISCO MAIN LIBRARY FROM LIBRARY IMPROVEMENT BOND FUNDS INTEREST EARNINGS

The Department of Public Works requests a supplemental appropriation in the amount of $7,000,000 from interest earned to date and future interest earnings from the Library bond issues.

This request will be allocated as follows:

Main Library

1.	Construction Phase of the Bond Program	$1,000,000
2.	Construction Contingency	6,000,000
	Total	$7,000,000

We appreciate your consideration and approval of this supplemental appropriation request.

RA:yc

cc: Kathy Page
Robert T. Cockburn
Russ Abel
James Cheng
Woodrow Jones
Andrew Stelman
Ray Fong
30Van Ness

Ref: RA003

(415) 557-4700 30 Van Ness Avenue, Suite 4100 San Francisco 94102-6028

Resolution #1612

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of NOVEMBER, 1992 be approved:

3602 Library Page

Aaronson, Adam
Alomar, Josie
Henry, Katherine
Lee, Paul

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Fonseca, Michael
Dresser, Halliday
Ho, Johnson
McGwin, Colleen
Robinson, Pietr
Way, Alexander

DATE: December 1, 1992

TO: San Francisco Public Library Commission

FROM: Library Ad Hoc Survey Committee D.M.

SUBJECT: LIBRARY HOURS SURVEY DISTRIBUTION PLAN

The Library Hours Survey for the San Francisco Public Library system will be distributed at 14 different sites around the city in addition to 27 library branches and the Main. Sites include areas around super markets, shopping malls, and other highly populated areas of the city. The survey will be printed in English, Chinese, and Vietnamese. The Friends of the Library volunteers will assist in distributing the survey. The survey will be distributed for one week January 10th through January 17, 1993. A total of 1400 surveys will be distributed with two volunteers at every site. The survey location sites are;

Stonestown Mall, Bayview Mall, Geneva/Mission, 30th/Mission, Geary/Masonic, Chestnut Street, Broadway/Columbus, Felton/Great Highway, 9th/Iving, Noriega/38th Avenues - 44 Avenues, Diamond Heights Shopping Center, 15th Street/Mission, Market/Castro, Civic Center.

The survey locations were selected to represent a cross section of San Francisco. Information will be tabulated and analyzed to determine open hours best for the public.

Attachment

dm

WHAT DO YOU THINK LIBRARY HOURS SHOULD BE?

SAN FRANCISCO PUBLIC LIBRARY NEEDS YOUR HELP TO DECIDE WHICH HOURS WOULD BE BEST FOR YOU TO USE THE LIBRARY.

Given the choice, which hours WOULD YOU PREFER to use the library:

	BRANCH LIBRARY (Circle Below):		Mon	Tues	Wed	Thurs	Fri	Sat
1.	Mark with an "X" NO MORE THAN 3 time slots in a week you prefer to use a branch.	Morning						
		Lunch						
		Afternoon						
2.	If you want EVENING HOURS, choose one night and mark with an "X".							

	MAIN LIBRARY		Mon	Tues	Wed	Thurs	Fri	Sat	Sun.
3.	Mark with an "X" NO MORE THAN 3 time slots in a week you prefer to use the Main.	Morning							
		Lunch							
		Afternoon							
4.	If you want EVENING HOURS, choose one night and mark with an "X".								

5. If you prefer evening hours, how late would you use the library?
Check one: ☐ 7:00 p.m. ☐ 8:00 p.m. ☐ 9:00 p.m

6. If additional funds were available, would you prefer (MARK ONLY ONE):
☐ Added Night Hours ☐ Added Sunday Hours ☐ Added Daily Hours ☐ Resource Branches open 6 days/wk.

7. Have you used the facilities of the San Francisco Public Library within the last year?
a. ☐ Seldom or Never
b. ☐ Only Main Library in Civic Center
c. ☐ Branches & Main
d. ☐ Only Branches

8. If you use a branch please circle the one branch you use most frequently:

Resource Branches	Neighborhood Branches		Reading Centers
Chinatown	Anza	Noe Valley/Sally Brunn	Glen Park
Excelsior	Bayview/A.E.Waden	North Beach	Golden Gate Valley
Mission	Bernal Heights	Ortega	Ingleside
Richmond	Eureka Valley/H.M.M.	Park	Ocean View
Sunset	Library for the Blind	Parkside	Presidio
West Portal	Marina	Potrero	Portola
	Merced	Western Addition	Visitacion Valley

9. Your Primary Language: _____ 10. Secondary Language: _____

11. Zip code: _____ 12. Age Group: ☐ Under 13 ☐ 13- 19 ☐ 20-59 ☐ over 60

COMMENTS: _____

SAN FRANCISCO PUBLIC LIBRARY
FURLOUGH PROPOSAL
November 25, 1992

In order to achieve the additional $370,000.00 salary savings imposed by the Mayor's Office for FY 92/93 it will be necessary to furlough Library staff for one (1) day per month, for a total of six (6) days, beginning January 1992 until the end of the fiscal year, June 30, 1993.

The most cost efficient method of implementing furloughs is to close the entire system for these days. Total system closure generates salary and fringe cost savings for all library classifications. Random closures generate the cost of both professional Library staff and associated facilities support staff and result in a lower rate of savings per day.

The cost breakdown of daily operation is:

Average daily salary cost	$45,667.00
Average daily fringe cost	$11,417.00
Average daily premium pay	$ 610.00
Total	$57,694.00

Closing the system for 6 days would save	$346,164.00
A shortfall would remain of	$ 23,836.00

The shortfall would be recovered by salary savings generated by short term vacancies and attrition.

To accomplish 6 furlough days, the entire system would close for one Friday each month. The dates would be as follows;

The Friday before M.L.King's Birthday - January 15, 1993
The Friday before President's Day - February 12, 1993
The second Friday in March - March 12, 1993
The third Friday in April - April 16, 1993
The Friday before Memorial Day - May 28, 1993
The third Friday in June - June 18, 1993

Three of these dates are in conjunction with holidays and the other three are, as closely as possible, scheduled to occur on the same Friday of each month. These dates spread the impact to employees over 12 pay periods and create a predictable pattern of closures for both the public and employees.

MEMORANDUM

TO: LIBRARY COMMISSIONERS

FROM: Kenneth E. Dowlin, City Librarian KED

DATE: December 1, 1992

SUBJECT: ALTERNATIVES FOR BUDGET REDUCTION

The library must reduce its operating budget by $370,000 in the last six months of fiscal year 1992/93. Although the Mayor anticipates the use of unpaid leave by employees in various departments to close the budget gap, the issue is currently in arbitration with employee unions and it is not possible to accurately predict the outcome.

Attached is a proposal for the library operations during the remainder of the fiscal year that will allow the library to absorb the loss of nearly 2,000 employee days in a six month period. This recommendation is based on the direction provided by the Commission's Finance and Operations Committee on November 24, 1992. It seems to be the most equitable for both the staff and the public to distribute the days closed throughout the remaining six months. I request your approval to close the SFPL library system on the days recommended, contingent on the city's ability to implement the furlough program.

In the event that the furlough program is not possible, I put forth four options and the impact of each:

1. Close 7 branches and reading centers.

   - loss of 14 FTE staff
   - loss of service in 7 geographically spread communities
   - loss of service to 5,128 patrons per week

2. Reduce the Main Library to a five day, 8 a.m. -5 p.m. operation.
Close 2 branches and 1 reading center.

- loss of 14 FTE staff
- reduction in city-wide support to branch libraries
- reduction in service to Tenderloin, Civic Center, South of Market, Hayes Valley corridor communities
- loss of service to 2,880 patrons per day at Main
- loss of service to 3,516 patrons per week at branches and reading center

3. Reduce library page hours systemwide by 50% and rely on volunteers to accomplish the tasks undertaken by those pages.

- loss of 100 part time staff
- temporary reduction in service hours at all sites until volunteer program can be implemented
- recruit, train, and assign 600 volunteers per week @ 3 hours per week each

4. Reduce library page hours systemwide by 25% and rely on volunteers to accomplish the page work.
Reduce service at Main Library two days a week.

- loss of 6 permanent staff
- loss of 50 part time staff
- temporary reduction in service hours at all sites until volunteer program can be implemented
- recruit, train, and assign 300 volunteers per week @ 3 hours per week each
- eliminate access to materials in Business, Science and Documents, Art and Music, General Collections, Newspaper Room, and Special Collections Departments two days a week

Despite the postponement by the Civil Service Commission of a decision on the work furlough issue, I propose that the Commission do the following: 1) approve the proposed furlough days, as detailed on the Furlough Proposal, dated November 25, 1992, to be implemented when and if furloughs are approved; and 2) to provide policy direction on the four budget reduction alternatives presented, should the work furlough not be approved.

★ Branch Library Staffing and Service Cuts ★

Since 1987 the branch libraries have experienced the following hours and service cuts.

Open hours:

- 22.5% of open hours have been reduced in branches since 1987
- 15 branches have been affected by cuts in open hours
- 38% of open hours have been reduced in the 6 Resource Branches
- 33% of open hours were reduced in 3 branches reduced to Reading Centers
- 5,246 patrons were effected weekly when the 6 Resource Branches closed on Mondays. Many of these patrons were latchkey children and students who rely on the Resource Branches to provide research for homework.

Although Resource Branches have born the brunt of the budget cuts, circulation and usage of these branches have stayed at the same level, and in many cases increased since 1988.

Service Reductions:

Creation of Reading Center Services:
Glen Park, Golden Gate Valley and Presidio have experienced service reductions when these branches were converted to reading centers. Librarians were removed from these sites, staffing reduced by two thirds and hours reduced by one third. (1989-1991)

Reduction in Staffing Level:
Potrero and Parkside experienced reductions in librarian staffing resulting in losses of four open hours weekly. (1991)

Reduction in Service Level:
Marina Branch was reduced from a Resource Branch to a Neighborhood Branch. This resulted in a significant reduction in staffing, loss of open hours, reduction in book budget.

All of these service cuts have generally resulted in reduced circulation and usage statistics for these sites.

Statistics:

- 21,114 people visit the 6 Resource Branch Libraries each week
- 5,128 people visit 7 branches and Reading Centers (possible to close) each week - no single week's patronage at any of these 7 branches or reading centers exceeds a <u>single Monday</u> of a Resource Branch
- 3,519 people on the average visit a Resource Branch each week
- 1,464 people on the average visit a Neighborhood Branch each week
- 560 people on the average visit a Reading Center each week.

SAN FRANCISCO PUBLIC LIBRARY
BRANCH SYSTEM INFORMATION

BRANCHES	POPULATION SERVED	ETHNIC POPULATION		MILES TO NEAREST BRANCH	BRANCH SIZE		YR. BLDG. OPENED
		HIGHEST	2ND HIGHEST		TOTAL	PUBLIC	
ANZA	25,877	48% WHITE	45% ASIAN	1.68	6,250	3,867	1932
BAYVIEW–A.E.WADEN	16,771	65% AF.AMER.	19% ASIAN	1.84	6,427	4,423	1969
BERNAL	18,809	37% WHITE	35% HISPANIC	1.36	5,354	3,153	1940
CHINATOWN	26,242	53% ASIAN	40% WHITE	0.6	7,436 [1]	4,530	1921
EUREKA VALLEY	20,373	65% WHITE	16% HISPANIC	1	5,056	3,710	1961
EXCELSIOR	37,226	36% ASIAN	31% HISPANIC	0.92	8,500	7,000	1967
GLEN PARK	12,992	56% WHITE	18% ASIAN	0.92	1,400	1,300	
GOLDEN GATE VALLEY	16,530	84% WHITE	11% ASIAN	0.61	5,068	3,072	1918
INGLESIDE	15,092	44% WHITE	27% ASIAN	1.25	1,920	1,237	
MARINA	21,724	86% WHITE	8% ASIAN	1.28	6,660	3,555	1954
MERCED	18,612	63% WHITE	23% ASIAN	1.4	5,375	3,861	1958
MISSION	46,599	53% HISPANIC	32% WHITE	0.85	8,860 [2]	5,366	1916
NOE VALLEY	18,506	77% WHITE	10% HISPANIC	0.85	6,588	3,020	1916
NORTH BEACH	18,409	50% ASIAN	44% WHITE	0.6	4,915	3,000	1959
OCEAN VIEW	11,633	33% AF.AMER.	31% ASIAN	2.05	1,156	575	
ORTEGA	27,319	47% ASIAN	44% WHITE	1.68	4,805	3,532	1956
PARK	23,335	70% WHITE	15% AF.AMER.	1.68	7,920	3,325	1909
PARKSIDE	13,459	53% WHITE	40% ASIAN	1.05	5,850	4,270	1951
PORTOLA	16,166	34% ASIAN	23% WHITE	1.05	1,620	1,210	
POTRERO	9,132	57% WHITE	20% AF.AMER.	1.72	5,557	2,726	1951
PRESIDIO	20,267	68% WHITE	18% ASIAN	0.64	11,388	5,073	1921
RICHMOND	43,743	48% WHITE	42% ASIAN	1.56	8,318	5,834	1914
SUNSET	40,330	54% WHITE	38% ASIAN	1.84	8,576 [3]	5,334	1918
VISITACION VALLEY	16,433	44% ASIAN	26% AF.AMER.	1.7	2,650	2,250	
WEST PORTAL	23,824	66% WHITE	23% ASIAN	1.05	6,000	3,300	1939
WESTERN ADDITION	13,739	41% WHITE	36% AF.AMER.	0.64	7,300	6,500	1966

Changes in square footage:
1 After 1993/94 renovation, Chinatown total square footage will be 17,340 sq. ft.; 10,992 sq. ft. public space.
2 After 1994/95 renovation, Mission total square footage will be 10,404 sq. ft.; 7,704 sq. ft. public space.
3 After 1992 renovation, Sunset public square footage will increase to 6,892 sq. ft. with no change in the total sqare footage.

30–Nov–92

San Francisco Public Library
Branches
Hours Open Per Week

BRANCHES	1986/87	1987/88	1988/89	1989/90	1990/91	1991/92	1992/93
ANZA	34	31 *	31	31	31	31	31
BAYVIEW–A.E.WADEN	31	31	31	31	31	31	31
BERNAL	30	30	30	30	30	30	30
CHINATOWN	55	55	42	42	42	42	34 *
EUREKA VALLEY	34	31 *	31	31	31	31	31
EXCELSIOR	55	55	42	42	42	42	34 *
GLEN PARK	30	30	30	30	30	20	20
GOLDEN GATE VALLEY	34	31 *	31	21	20 *	20	20
INGLESIDE	20	20	20	20	20 *	20	20
MARINA	55	55	43	34	34	34	34
MERCED	45	45	34	34	34	34	34
MISSION	55	55	42	42	42	42	34 *
NOE VALLEY	30	30	30	30	30	30	30
NORTH BEACH	37	37	34	34	34	34	34
OCEAN VIEW	20	20	20	21	20 *	20	20
ORTEGA	37	37	34	34	34	34	34
PARK	34	31 *	31	31	31	31	31
PARKSIDE	37	37	31	31	31	27	27
PORTOLA	20	20	20	21	22 *	22	22
POTRERO	30	30	30	30	30	27	27
PRESIDIO	31	31	30	30	30	20 *	20
RICHMOND	55	55	42	42	42	42	34 *
SUNSET	55	55	42	42	42	42	34 *
VISITACION VALLEY	20	20	20	21	20 *	20	20
WEST PORTAL	55	55	42	42	42	42	34 *
WESTERN ADDITION	34	34	34	34	34	34	34
TOTALS	973	961	847	831	829	802	754

1987/88 – *Hours changed 12/87
1990/91 – *Hours changed 1/16/91
1991/92 – *Presidio hours changed 1/28/92 when it reopened after renovation.
*Resource branch hours changed 6/8/92

30–Nov–92

SAN FRANCISCO PUBLIC LIBRARY
USAGE INFORMATION 1991/92

BRANCHES	TOTAL CIRC.	CIRC. PER CAPITA	% JUV. CIRC.	PATRON USAGE	AVERAGE PATRON USE PER OPEN HR.	CHILD PROG. ATTEND	BOOKS IN LIBRARY**
ANZA	85,167	3.06	41%	64,940	42.33	2,075	26,131
BAYVIEW–A.E.WADEN	24,363	1.07	46%	40,222	26.37	3,240	23,769
BERNAL	52,703	2.25	49%	76,602	51.19	3,493	24,859
CHINATOWN	326,202	7.63	18%	459,987	219.75	7,042	93,665
EUREKA VALLEY	79,007	2.95	23%	41,613	27.11	1,071	24,084
EXCELSIOR	118,970	2.55	39%	129,106	61.61	2,795	50,281
GLEN PARK	30,046	2.07	40%	17,536	18.14	436	21,231
GOLDEN GATE VALLEY	37,117	1.95	13%	41,475	43.17	0	23,176
INGLESIDE	32,138	2.19	42%	44,886	46.50	519	15,026
LIBRARY F/T BLIND	41,713	NA	2%	5,680	3.88	0	20,000
LIBRARY ON WHEELS	6,661	NA	NA	1,755	NA	0	NA
MARINA	124,897	6.62	22%	101,024	59.11	936	38,175
MERCED	105,457	6.98	35%	181,053	108.11	2,615	26,385
MISSION	201,116	4.06	28%	229,838	109.71	4,708	45,622
NOE VALLEY	68,906	3.02	38%	77,600	52.00	3,010	22,247
NORTH BEACH	74,442	2.58	30%	70,131	41.67	3,170	25,234
OCEAN VIEW	4,990	0.27	56%	4,899	5.00	641	8,181
ORTEGA	148,661	4.96	39%	121,148	70.63	2,394	27,749
PARK	12,642	0.43	33%	46,670 *	30.00	310	23,851
PARKSIDE	104,611	6.52	36%	80,055	60.69	3,106	26,779
PORTOLA	26,425	1.93	60%	22,796	21.33	895	10,358
POTRERO	35,426	3.58	32%	38,477	28.75	1,695	21,146
PRESIDIO	15,235	0.82	26%	7,210	16.57	103	14,759
RICHMOND	290,127	6.10	28%	244,293	116.60	4,005	45,035
SUNSET	115,101	2.64	33%	115,165	87.14	1,038	37,323
VISITACION VALLEY	23,664	1.17	48%	42,579	44.14	1,077	18,381
WEST PORTAL	206,905	8.83	33%	126,207	60.10	3,252	45,772
WESTERN ADDITION	92,810	3.01	24%	73,195	42.67	3,550	44,469
BRANCH TOTALS	2,100,620		36%	2,506,141	62.04	66,641	783,688
MAIN TOTALS	820,587		12%	979,238	360.03	9,796	3,030,698
SYSTEM TOTALS	2,921,207	4.04	29%	3,485,379	422.07	76,437	3,814,386

* Data from FY 1988/89.

** Estimated.

Library on Wheels stops discontinued for lack of vehicle 5/28/92 – 11/10/92.

Park Branch closed for renovation 9/14/90 – 2/10/92.

Presidio Branch closed for renovation 3/24/91 – 1/28/92.

Sunset Branch closed for renovation 2/10/92.

30–Nov–92

Resolution # 1613

PROVIDING INFORMATION AND ASSISTANCE TO SAN FRANCISCO PUBLIC LIBRARY PATRONS REGARDING LEAD POISONING HAZARDS AND PREVENTION

WHEREAS, Lead poisoning is a serious disease which can cause learning disabilities, behavior problems, mental retardation and stunted growth in young children; and

WHEREAS, A study of 1199 under six years of age conducted in San Francisco found that one in twelve of those children had lead poisoning; and

WHEREAS, The Coalition to Prevent Lead Poisoning is working to print and distribute information on the effects and prevention of lead poisoning; and

WHEREAS, Various City agencies are working to educate parents, test for lead hazards, reduce lead hazards and initiate a lead poisoning prevention program; and

WHEREAS, The San Francisco Public Library is an educational and informational resource for the community; now, therefore, be it

RESOLVED, That the San Francisco Public Library will maintain up-to-date information and materials, provide referrals to relevant City agencies and ensure that library staff has the training to provide the most effective assistance possible to patrons on lead poisoning hazards and prevention.

Chief of the Main Library
December 1, 1992

MAIN LIBRARY CIRCULATION, BY NEIGHBORHOODS

The Main Library serves the entire City and County of San Francisco with its enormous reference collection and staff expertise, answering over 1.7 million questions per year. In addition, over a million books, periodicals and other items are used on site by patrons but not checked out, a collection usage statistic not reflected in circulation. But the Main Library also serves as the largest neighborhood branch in the City, circulating over 800,000 items per year, or approximately 70,000 items per month. The total of Main Library materials used onsite and circulated is almost 2 million items. The attached page lists a percentage breakdown of circulation by neighborhood and zip code. We do not track what neighborhoods our reference questions or onsite users come from, but assume the breakdown is similar to that listed for circulation.

The Main Library's designated direct service area includes the Civic Center, South of Market, and Hayes Valley. However, the attached statistics indicate a significant circulation to additional neighborhoods, including Mission, Noe Valley, Haight-Ashbury, Fillmore, Western Addition, Pacific Heights, Nob and Russian Hills, Chinatown, and Financial District; these neighborhoods account for 63% of the Main Library's large circulation. The percentage breakdown attached also indicates that all neighborhoods in the City use the Main Library for borrowing circulating books, videotapes and other materials.

DOCUMENTS DEPT.
DEC 0 3 1992
SAN FRANCISCO
PUBLIC LIBRARY

MAIN LIBRARY STAFFING AND SERVICE CUTS

The Main Library has gone through 6 major reorganizations in response to budget cuts made since 1988. These have resulted in:

- a loss of 14 (54 including the Business Br.) open hours per week (from 61 (101) hours in 1988 to 47 in 1992).

- a loss of 10 service desks that provided reference, paging, listening (for records) and viewing (for video) for our patrons.

- closure of the Business Library (a department of the Main Library), Literature Department, Special Media Services Department, History & Social Sciences Department, and a combining of the remaining departments has reduced service from 11 to 6 major departments at the Main Library.

- increased demands on staff for paging materials from stacks closed because of the 1989 earthquake. In addition, some materials were moved to offsite storage and must now be retrieved at patron's request.

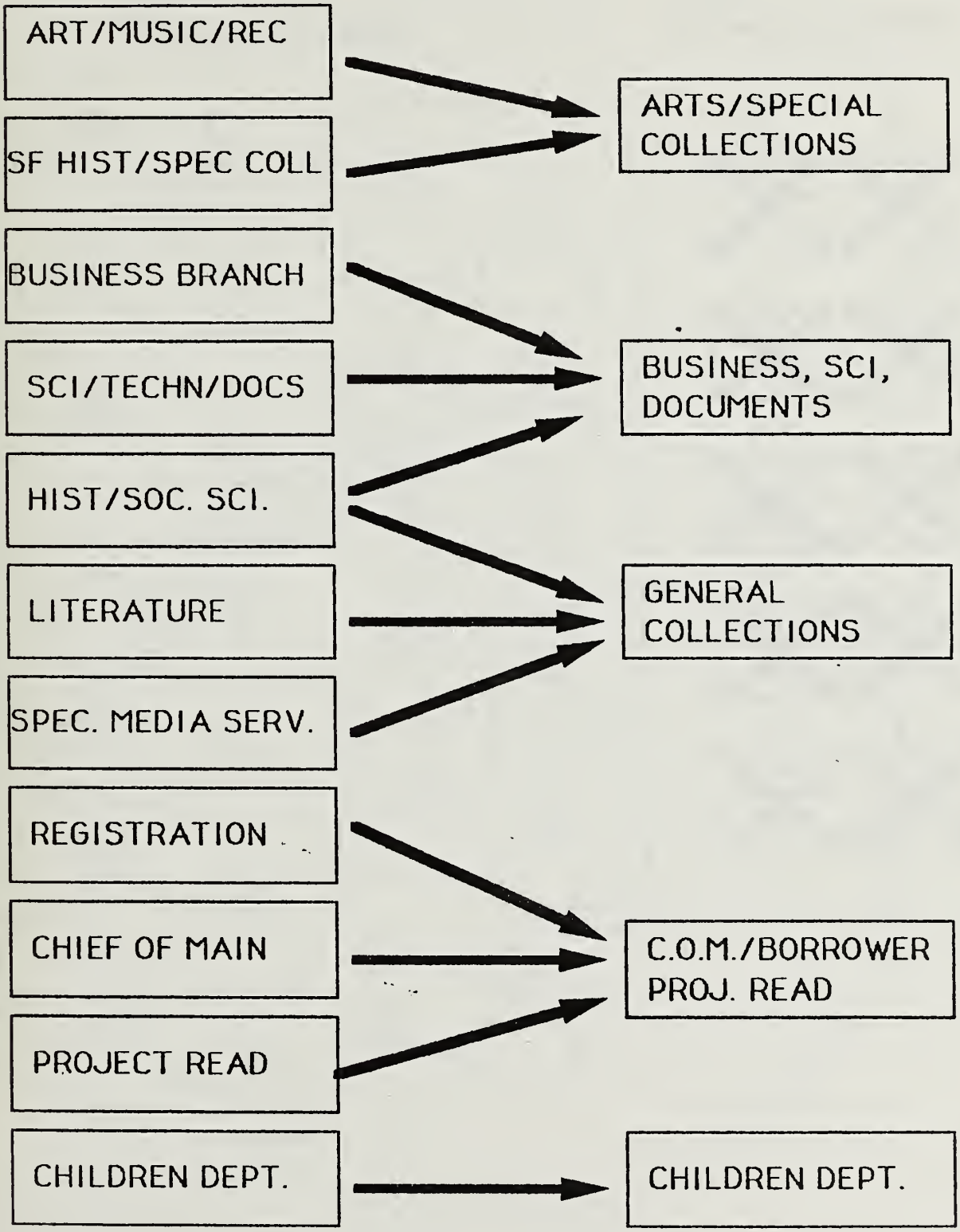
- increased patron confusion, frustration and anger have resulted from the cumulative cuts and reorganizations.

Major staff losses have accompanied each budget cut and reorganization. The Retirements and $1,000,000 cut in Library funding in 1991/92 resulted in a loss of 8.5 professional librarian positions at the Main Library. Sunday hours were eliminated and subject departments were combined.

The Main Library cannot sustain further cuts without closing one additional day a week. Current staffing is at a skeletal level in all departments, making it impossible for us to operate without extensive use of parttime-as-needed substitute staff to cover for staff illnesses and other absences. In the spirit of service to library users we hope that we will not sustain further staff cuts and service reductions.

NEIGHBORHOOD/ZIP CODE		% of MAIN LIBRARY CIRCULATION
Civic Center	(94102)	10.52%
South of Market	(94103)	5.49%
Financial District	(94104)	2.77%
"	(94105)	2.43%
Potrero Hill	(94107)	2.05%
Chinatown	(94108)	1.78%
Russian Hill and Nob Hill	(94109)	13.78%
Mission	(94110)	8.01%
Embarcadero	(94111)	.90%
Excelsior	(94112)	2.94%
Castro and Noe Valley	(94114)	4.53%
Western Addition and Pacific Heights	(94115)	4.46%
Forest Hill	(94116)	2.37%
Fillmore and Haight Ashbury	(94117)	8.99%
Laurel Heights	(94118)	3.47%
Richmond	(94121)	3.01%
Sunset	(94122)	4.10%
Marina	(94123)	1.27%
Bayview and Hunters Point	(94124)	.89%
West Portal	(94127)	1.04%
Presidio	(94129)	.07%
Glen ParK and Diamond Heights	(94131)	2.20%
Park Merced	(94132)	1.03%
North Beach and Telegraph Hill	(94133)	2.22%
Portola and Visitation Valley	(94134)	1.37%
Corporate/Non-resident		.43%
Homeless		.67%
Items sent to branches		.74%
Other counties & Interlibrary loan		6.49%

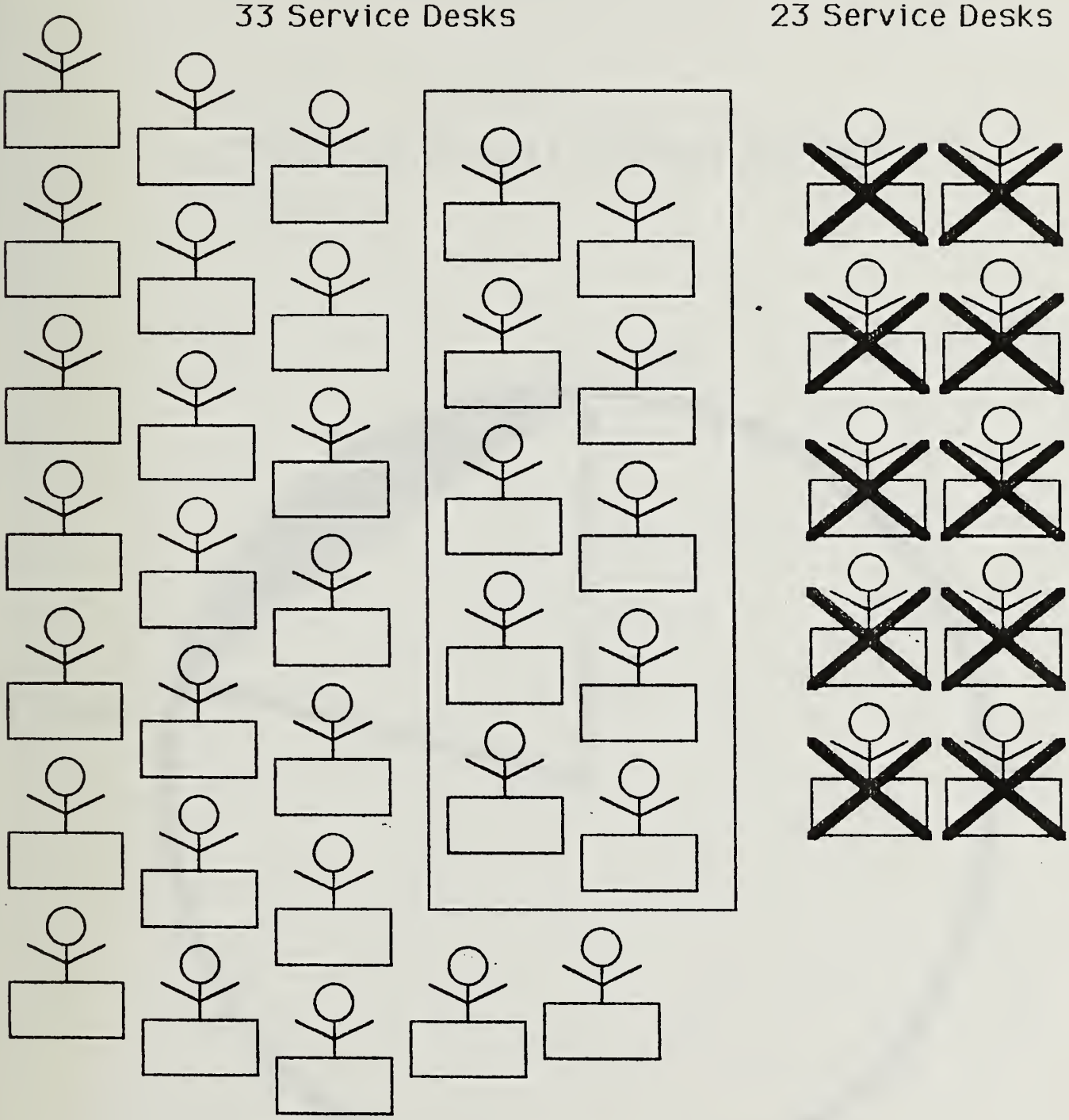
CONSOLIDATION OF MAIN DEPTS.



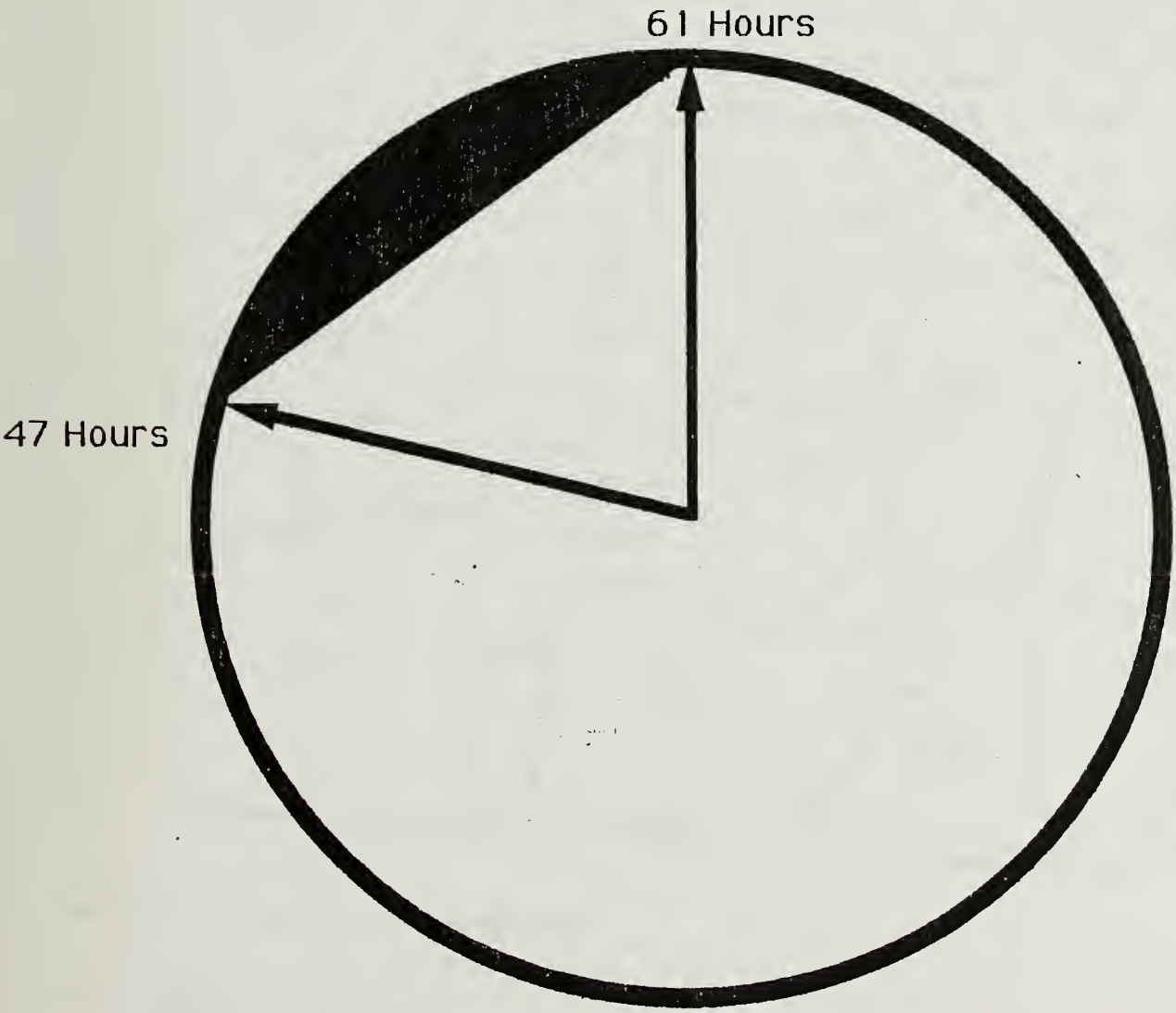
SERVICE DESK CUTS: MAIN LIBRARY

1988:
33 Service Desks

1993:
23 Service Desks

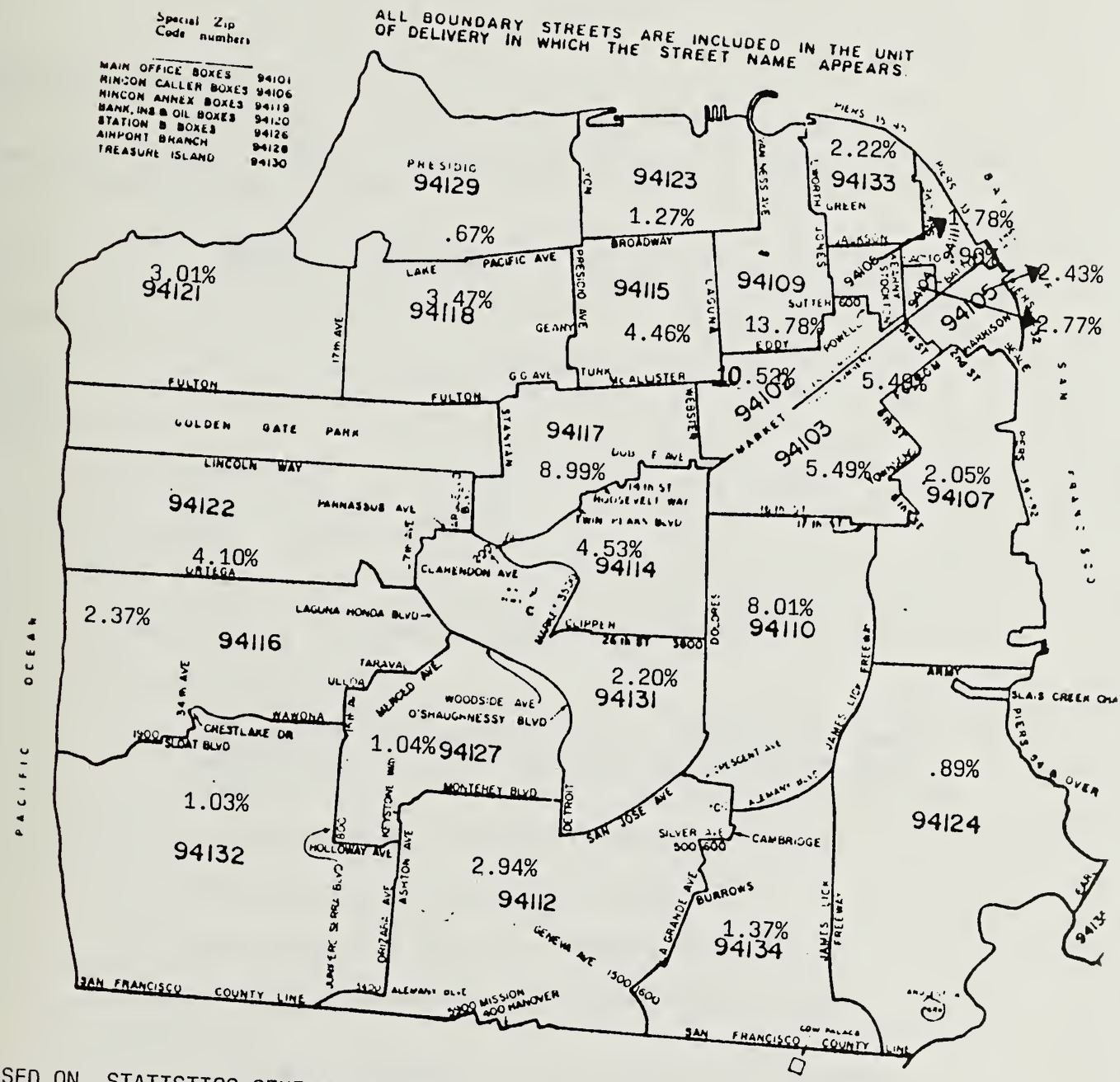


LOSS OF MAIN LIBRARY HOURS



MAIN LIBRARY CIRCULATION %, BY NEIGHBORHOODS*

SAN FRANCISCO, CALIFORNIA



*BASED ON STATISTICS GENERATED 2/92

NOTE: HOMELESS .67%
CORPORATE/MILITARY .43%
OTHER BAY AREA COUNTIES 6.49%
SFPL BRANCHES .74%

F
'6

1/92

DOCUMENTS DEPT.
NOV 30 1992
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly meeting as follows:

DATE: Tuesday, December 1, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of November 3, 1992
5. Consent Calendar
   A. Approval of Resolution #1612: Approval of temporary exempt and non-civil service appointments and separations
6. President's Report, President Steven Coulter
   A. Formal Switch of Committee Members
   B. Appointment of Election Committee
7. City Librarian's Report: Kenneth Dowlin, City Librarian
   A. Distribute Copies of the Library Hours Survey
   B. Library Commission Appointment to the Civil Service Orientation on Performance Appraisals

C. BALIS Appointment to the Advisory Board

D. Distribute Copies of the Library Hours Survey

E. Revise Bylaws

8. Finance and Operations Committee Report:
Commissioner Dale Carlson, Committee Chair

A. Strategy for Implementation of Furlough Program

B. Approval of Resolution #1613: Providing Information and Assistance to San Francisco Public Library Patrons Regarding Lead Poisoning Hazards and Prevention

C. Update on Branch Library Renovation

D. Update on New Main

E. Effect on Service of the Implementation of Budget Reductions

9. Planning Committee Report

A. Briefing on Strategic Long Term Budget Plan

10. Librarians' Guild

11. New Business

12. Public Comment

13. Adjournment

Resolution #1612

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of NOVEMBER, 1992 be approved:

3602 Library Page

Aaronson, Adam
Alomar, Josie
Henry, Katherine
Lee, Paul

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Fonseca, Michael
Dresser, Halliday
Ho, Johnson
McGwin, Colleen
Robinson, Pietr
Way, Alexander

Resolution # 1613

PROVIDING INFORMATION AND ASSISTANCE TO SAN FRANCISCO PUBLIC LIBRARY PATRONS REGARDING LEAD POISONING HAZARDS AND PREVENTION

WHEREAS, Lead poisoning is a serious disease which can cause learning disabilities, behavior problems, mental retardation and stunted growth in young children; and

WHEREAS, A study of 1199 under six years of age conducted in San Francisco found that one in twelve of those children had lead poisoning; and

WHEREAS, The Coalition to Prevent Lead Poisoning is working to print and distribute information on the effects and prevention of lead poisoning; and

WHEREAS, Various City agencies are working to educate parents, test for lead hazards, reduce lead hazards and initiate a lead poisoning prevention program; and

WHEREAS, The San Francisco Public Library is an educational and informational resource for the community; now, therefore, be it

RESOLVED, That the San Francisco Public Library will maintain up-to-date information and materials, provide referrals to relevant City agencies and ensure that library staff has the training to provide the most effective assistance possible to patrons on lead poisoning hazards and prevention.

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a special Commission meeting as follows:

DATE: Tuesday, December 15, 1992

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Election of Chair Pro Tem

2. Approval of Resolution #1614: Accepting a gift of $30,000 to fund the Director of Volunteer Services position for the remainder of FY 1992/93.

3. Approval of Resolution #1615: To apply for Library Service and Construction Act (LSCA) funds to create online Chinese language records to be entered into DRA

4. Strategy for Implementation of Furlough Program and the effect on Service

12/9/92

[ACCEPTANCE OF GIFT]

ACCEPTING A GIFT TO THE SAN FRANCISCO PUBLIC LIBRARY IN THE AMOUNT OF $30,000 TO FUND THE DIRECTOR OF VOLUNTEER SERVICES POSITION FOR THE REMAINDER OF FY 1992/93.

WHEREAS, a new position of Director of Volunteer Services will be implemented to head the San Francisco Public Library volunteer Services program; and

WHEREAS, the San Francisco Public Library seeks to enhance its ability to work with volunteers; and

WHEREAS, The Friends of The San Francisco Public Library has agreed to fund the position for one year; now, therefore be it

RESOLVED, that the San Francisco Public Library Commission does hereby accept the funds in the amount of $30,000 to fund the Director of Volunteer Services position; and be it

FURTHER RESOLVED, that the San Francisco Library Commission hereby expresses its gratitude to The Friends of the San Francisco Public Library for its generosity.

FILE NO._____ RESOLUTION NO._____

[ACCEPTANCE OF GIFT]

ACCEPTING A GIFT TO THE SAN FRANCISCO PUBLIC LIBRARY IN THE AMOUNT OF $30,000 TO FUND THE DIRECTOR OF VOLUNTEER SERVICES POSITION FOR THE REMAINDER OF FY 1992/93

WHEREAS, A new position of Director of Volunteer Services will be implemented to head the San Francisco Public Library volunteer services program; and

WHEREAS, The San Francisco Public Library seeks to enhance its ability to work with volunteers; and

WHEREAS, The Friends of the San Francisco Public Library has agreed to fund the position for the remainder of the fiscal year; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby accept the funds in the amount of $30,000 to fund the Director of Volunteers position; and be it

FURTHER RESOLVED, That the Board of Supervisors hereby expresses its gratitude to The Friends of the San Francisco Public Library for its generosity.

FRANK JORDAN
Mayor of San Francisco

EDWARD HARRINGTON
Controller

Please route to the Clerk of the Board of Supervisors.

RESOLUTION # 1615

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR FUNDS NOT TO EXCEED $50,000 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE III OF THE LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) FOR THE CREATION OF ONLINE CHINESE LANGUAGE BIBLIOGRAPHIC RECORDS FOR THE FISCAL YEAR 1993/94.

WHEREAS, the California State Library has available Library Services and Construction Act (LSCA) Funds, Title III, FY1993/94, for state and local public libraries to create online bibliographic databases that serve ethnically and culturally diverse populations, and non-English speaking populations; and

WHEREAS, San Francisco's Chinese language reading population will have city-wide access to borrow books available in Chinese by creating online records for these books; and

WHEREAS, 261,000 books and materials in the Chinese language were borrowed from the Main Library and Branches last year; and

WHEREAS, The 1990 Census of Population indicates a substantial increase in the Chinese population in San Francisco; and

WHEREAS, The purpose of these grants is to assist public libraries in meeting the needs of the communities that they serve; now therefore be it

RESOLVED, That the City Librarian is authorized to apply for Library Services and Construction Act funds not to exceed $50,000 for the creation of online Chinese language bibliographic records; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, that there are five percent indirect costs contained in the budget of this grant.

SAN FRANCISCO PUBLIC LIBRARY
VOLUNTARY FURLOUGH SURVEY RESULTS

In a joint effort with the Librarian's Guild the Library distributed an internal furlough survey on December 4, 1992. Responses were collected through Friday, December 11, 1992. As the results listed below indicate, approximately one half of the necessary savings could be generated through voluntary furloughs.

FORMS DISTRIBUTED: 500

FORMS RETURNED: 308

In order to achieve the needed savings the Library would need to realize 2070 voluntary furlough days. The results of this survey generated 1165 voluntary furlough days, leaving a shortfall of 905 furlough days necessary to avoid the projected salary deficit.

The results of the survey are as follows:

RESPONDENTS WILLING TO TAKE THE SIX DAYS LISTED:	155
RESPONDENTS WILLING TO TAKE LESS THAN SIX DAYS:	68
RESPONDENTS UNWILLING TO FURLOUGH:	85

December 4, 1992

TO: LIBRARY STAFF

FROM: KEN DOWLIN, CITY LIBRARIAN
THE LIBRARIAN'S GUILD

SUBJECT: VOLUNTARY FURLOUGH SURVEY

As you all are aware, the Library has been required to reduce an additional $370,000.00 from our permanent salary budget for the period from January 1993 to June 1993. The initial City wide proposal was to allow Departments to implement involuntary furloughs to generate the necessary savings. In order to implement an involuntary furlough Civil Service Rule 22 must be amended. The City's Employee Relations Division has been attempting to negotiate the necessary changes for the past several weeks. On Monday, November 30, 1992 the rule changes were presented to the Civil Service Commission for adoption. During the public hearing considerable testimony was presented by the City's Labor organizations supporting voluntary furloughs. As a result of the Union's strong argument and commitment to support a voluntary furlough it was the Commission's decision to defer action on the rule change until January 1993 to allow the departments and the unions to work together to determine whether there is sufficient participation in a voluntary furlough program to avoid the rule change. The adoption of Civil Service rule 22 would give the City the permanent authority to impose furloughs, at the digression of the department head, when the controller certifies a deficit in salaries.

The Library's furlough proposal has consisted of closing the entire system for six specific days, one each month from January 1993 through June 1993. In our case closing the entire system is the only way to achieve maximum savings while having the least impact on both employees and the public. While the option of employees determining which days they would wish to use furlough time has been discussed, current staffing levels make it impossible to keep the system open and operating with reduced staff without placing an unfair burden on those employees who are working during those times. The alternative to furloughs at this time is lay-offs.

Attached you will find the Library voluntary furlough survey form. Please complete the survey and return it to the personnel office no later than Friday, December 11. I know that this is a difficult time for each of us, and urge all employees to consider carefully what they are able to contribute in order that we may avoid the lay-off of our colleagues.

Thank you in advance for your willingness to be part of a solution to a very difficult problem.

SAN FRANCISCO PUBLIC LIBRARY

VOLUNTARY FURLOUGH SURVEY

MUST BE RETURNED TO PERSONNEL BY FRIDAY, DEC. 11, 1992

NAME_____ CLASS_____

WORK LOCATION _____SCHEDULE_____

The furlough days the Library Commission approved at their meeting on Tuesday, December 1, 1992 are:

The Friday before M.L. King's Birthday-January 15, 1993
The Friday before President's Day - February 12, 1993
The second Friday in March - March 12, 1993
The third Friday in April - April 16, 1993
The Friday before Memorial Day - May 28, 1993
The third Friday in June - June 18, 1993

PLEASE INDICATE YOUR RESPONSES TO THE OPTIONS PROVIDED BELOW. ALL RESPONSES ARE CONFIDENTIAL. PLEASE FOLD THIS FORM, STAPLE SHUT AND RETURN TO YOUR SUPERVISOR OR THE PERSONNEL OFFICE.

I am willing to take the furlough days listed above. _____yes _____no

I am willing to take fewer furlough days than listed. _____yes _____no
If yes; I am willing to take _____ of the listed furlough days.

I am willing to take more furlough days than listed. _____yes _____no
If yes; I am willing to take _____furlough days.
I am willing to take previously scheduled vacation as furlough days. _____yes _____no

COMMENTS:

_____
_____
_____
_____

SIGNATURE_____ DATE_____

RETURN TO PERSONNEL BY DECEMBER 11, 1992

Office of the Mayor
San Francisco

FRANK M. JORDAN

DATE: December 10, 1992

TO: All City and County Employees & Department Heads

FROM: Frank M. Jordan
Mayor

SUBJECT: **VOLUNTARY UNPAID TIME OFF**

As you know, our City in this fiscal year has serious budgetary and fiscal problems which we have made every effort to eliminate. The Unions and my office believe many employees may be interested in taking time off or reducing their hours of work.

With the cooperation of the Unions, Department Heads and my office, the City is prepared to implement a voluntary unpaid time off program for City employees as part of a process which we hope will minimize or eliminate layoffs or involuntary time off.

Interested employees will have the opportunity to volunteer to take some time off without pay, or reduce their hours of work.

We are encouraging all city employees, including managers and supervisors, to participate in their program since the budget problems affect all of us. In this way, we sincerely hope the budget deficit can be reduced or eliminated altogether.

We expect that, by the time you receive your paycheck, you will receive an application form to complete. By completing this form, you can indicate whether you are interested in participating in this program.

This form, containing your specific request for time off or reduced work hours, should be returned to your department head (with a copy to your Union) no later than December 23, 1992.

Some employees may have their request denied because of the nature of their work. However, department heads have been asked to make every effort to respond favorably to your wishes in this regard.

More information regarding this program is available through your Union or your departmental personnel representative.

200 CITY HALL, SAN FRANCISCO, CALIFORNIA 94102
(415) 554-6141
RECYCLED PAPER

City and County of San Francisco
Request for Voluntary Time Off

Complete this request form and submit it to your supervisor who will route it to your Department Head or designee for approval.

Please Print

Name:_____ Social Security No.:_____

Class No. & Title: _____ Hourly Salary: _____

Department: _____ Union Organization: _____

Work Phone No.: _____ Work Location: _____

I hereby request the following:

1. **Unpaid Leave of Absence**
   - ❑ Personal Leave - ***Specify Duration: Total hours*** _____ ***Beginning*** _____ ***Ending*** _____
   - ❑ Personal Leave - ***Sporatic days off: e.g., every Friday, every other Monday, etc.,*** _____

2. **Reduced Work Week**
   - ❑ 36 hrs per week ❑ 32 hrs per week ❑ 28 hrs per week ❑ 24 hrs per week ❑ 20 hrs per week

   Total hours _____ ***Beginning*** _____ ***Ending*** _____

3. ❑ **I am not interested in participating in the Voluntary Time-Off Program.**

I understand that this request for a voluntary reduction in my work week without pay or unpaid leave of absence is subject to approval by my department head. If I am a probationary employee, I understand that a work reduction or unpaid leave of absence will extend my probationary period as provided for in the Civil Service Commission Rules.

_____ _____

Employee Signature Date

RETURN COMPLETED FORM TO YOUR SUPERVISOR.

(DEPARTMENT USE)

Original to: ❑ EMPLOYEE'S PERSONNEL FILE

Copy to: ❑ CONTROLLER

❑ EMPLOYEE: _____

❑ EMPLOYEE RELATIONS DIVISION

❑ UNION

This Voluntary Time-Off request is hereby approved ❑ or disapproved ❑. Reason for denial:

_____ _____

_____ _____ _____

Department Head Signature **Print Name** **Date**

Employee's Number _____ Labor Code _____ BW Rate_____

Class No. _____ Position Control No. _____ Total Savings: _____

Dept. _____ Division _____ Section _____ Index Code_____ (If different from labor code)

(CSC 12/92)

Proposed Amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for Unpaid Administrative Leave (Furlough)

Added language indicated by shaded area.

Section 22.01 LEAVES OF ABSENCE GENERAL REQUIREMENTS

B. Except for vacation leave, witness/jury duty leave, compulsory sick leave and unpaid administrative leave, an employee requesting a leave for more than five (5) working days shall submit such request to the appointing officer or designee on the form prescribed by the General Manager, Personnel. Requests for sick leave in excess of five (5) continuous working days shall be certified by a licensed medical doctor, doctor of dental surgery, doctor of podiatric medicine, licensed clinical psychologist, Christian Science Practitioner or licensed doctor of chiropractic. Verification of sick leave with pay for less than five (5) working days (seven [7] calendar days in the case of part-time employees) as provided elsewhere in this rule shall be required on an individual basis only, and shall be based upon an evaluation of the individual attendance record of an employee.

Added language indicated by shaded area.

Section 22.15 UNPAID ADMINISTRATIVE LEAVE OR FURLOUGH

A. General Provisions

1. Notwithstanding any other provisions of these rules, an appointing officer is authorized to impose unpaid administrative leave (furlough) on any employee within that appointing officer's jurisdiction as provided in this section. The imposition of furloughs shall be subject to receipt of a Projected Deficit Notice (PDN) from the Controller stating that the department's budget will be insufficient to support the department's level of spending through the end of the fiscal year.

2. The authority of the appointing officer to impose furloughs shall be limited to those furloughs necessary to correct the projected deficit identified by the Controller.

3. This rule shall apply to all employees of the City and County.

4. The Superintendent of the San Francisco Unified School District and the Chancellor of the San Francisco Community College District shall also be authorized to furlough any employee in the classified service upon their individual determinations that, based upon a review of projected revenues and expenditures, the budget will be insufficient to support the District's level of spending through the end of the fiscal year.

B. Voluntary Unpaid Time Off

1. Prior to imposing a furlough on any employee, an appointing officer shall attempt to determine, to the extent feasible and with due consideration for the time constraints which may exist for eliminating the projected deficit, the interest of employees within the appointing officer's jurisdiction in taking unpaid personal time off on a voluntary basis.

2. The appointing officer shall have full discretion to approve or deny requests for voluntary unpaid time off based on the operational needs of the department and any court decrees or orders pertinent thereto. The decision of the appointing officer shall be final except in cases where requests for voluntary unpaid time off in excess of ten (10) working days are denied. In such cases, an employee may appeal in accordance with the procedures provided below for appealing imposition of furlough.

3. An employee shall be entitled to take up to ten (10) unpaid days per fiscal year at the rate of no more than five (5) days in a three (3) month period, at the employee's discretion, upon at least fifteen (15) calendar days prior written notice to the employee's appointing officer. Such request shall not be denied except

Added language indicated by shaded area.

for the reason of a requirement that such position be filled on an overtime or premium pay basis, for essential operational needs or the requirements of a court decree or order.

C. Furloughs

1. Appointing officers are encouraged to (a) furlough entire operational units within departments rather than individual employees; or (b) stagger work hours within an operational unit on a reduced hours basis. The decision of the appointing officer to impose furloughs under this subsection, and the appointing officer's determination of what constitutes an operational unit, shall be final.

2. Where, in the discretion of the appointing officer, furlough of an operational unit as prescribed above is not feasible, individual employees within an operational unit may be furloughed.

3. To the extent practicable, unpaid administrative leave shall be equitably distributed among (a) all of the employees in the affected department or operational unit to which the Projected Deficit Notice (PDN) has application; and, (b) all of the employees in the affected class(es).

4. In determining which employees to furlough, an appointing officer shall consider citywide seniority within a class as well as considering the operational needs of the department.

5. In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year.

6. Employees placed on furlough pursuant to this section shall be notified in writing at least fifteen (15) calendar days in advance of the effective date for the furlough.

7. The decision to furlough an individual employee within an operational unit shall be final except that an employee given notice of a furlough, which taken together with an employee's prior furloughs in the same fiscal year would exceed five (5) working days within any six (6) month period, may file an appeal. Such appeals must be filed in writing within three (3) calendar days of the date of the notice of furlough with the Assistant Secretary with a copy to the appointing officer. Within three (3) calendar days after receiving the appeal, the Assistant Secretary shall refer the written appeal and the appointing officer's written comments, if any, for determination to the General Manager, Personnel, the Mayor and the Controller, or their designees. The determination regarding the appeal shall be rendered within three (3) calendar days of the date of referral. If a decision is not rendered within the time limits specified, the appeal shall be deemed denied. The Assistant Secretary shall notify the employee and the appointing officer within three (3) calendar days.

Added language indicated by shaded area.

D. Restrictions on Use of Paid Time Off While On Voluntary Unpaid Time Off or Furlough

1. All voluntary unpaid time off or furlough imposed or granted pursuant to this section shall be without pay.

2. Employees granted voluntary unpaid time off or placed on furlough are precluded from using sick leave with pay credits, vacation credits, compensatory time off credits, floating holidays, training days or any other form of pay for the time period involved.

E. Imposition of Furlough - Fair Labor Standards Act (FLSA) Restrictions

1. Furlough for employees who are non-exempt under the Fair Labor Standards Act (FLSA) shall be imposed in minimum increments of one (1) hour.

2. Furlough for employees who are exempt under the Fair Labor Standards Act (FLSA) shall be imposed in minimum increments of one (1) day.

F. Vacation and Sick Leave with Pay Accruals While on Voluntary Unpaid Time Off or Furlough

Subject to passage of necessary ordinances by the Board of Supervisors, vacation and sick leave with pay accruals shall continue during (a) a maximum of ten (10) days of furlough in any fiscal year, or (b) a maximum of twenty (20) days for approved voluntary unpaid time off taken pursuant to this Section in any fiscal year.

G. Duration and Revocation of Voluntary Unpaid Time Off or Furlough

Furlough imposed upon an employee shall remain in force for the period specified in the written notice unless sooner revoked by written notice from the appointing officer. Approved voluntary unpaid time off taken pursuant to this section may not be changed by the appointing officer without the employee's consent.

H. Resolution of Disputes

Except as provided elsewhere in this section, the General Manager, Personnel, shall act on all disputes arising out of the application or implementation of the provisions of this section. The decision of the General Manager, Personnel, shall be final and shall not be reconsidered by the Commission.

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Added language indicated by shaded area.

Section 22. ~~15~~ **16** APPEAL PROCEDURES

A. Appeals concerning furloughs or voluntary unpaid time off are excluded from appeal under this section and are appealable as provided elsewhere in this Rule.

B. In cases where appeal is specifically granted in this rule, a dispute concerning the application or implementation of the provisions of this rule shall be processed EITHER, at the option of the employee; 1) in accordance with the grievance procedure provided elsewhere in these Rules, OR 2) by appeal in writing to the General Manager, Personnel, whose decision shall be final and shall not be reconsidered by the Commission. A decision under one option shall preclude the use of the other option.

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DOCUMENTS DEPT.
DEC 31 1992
SAN FRANCISCO PUBLIC LIBRARY

DATE: Tuesday, January 5, 1993

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of December 1 and December 15, 1992
5. Consent Calendar
   A. Approval of Resolution #1616: Approval of temporary exempt and non-civil service appointments and separations
6. President's Report
   A. Election of Officers
7. City Librarian's Report: Kenneth Dowlin, City Librarian
   A. Dorothy Starr Fund Raising Event: Jane Winslow, Director of Friends of the San Francisco Public Library
   B. Briefing on the 1993 Regional Workshops on Library Leadership
   C. Briefing on California State Library Networking

D. Planning Session for Fiscal Year 1993/94

8. Finance and Operations Committee Report: Commissioner Dale Carlson, Committee Chair

   A. Approval of Resolution #1613: Providing Information and Assistance to San Francisco Public Library Patrons Regarding Lead Poisoning Hazards and Prevention

   B. Update on Branch Library Renovation

   C. Update on New Main

9. Planning Committee Report

   A. Briefing on Strategic Long Term Budget Plan

10. Librarians' Guild

11. New Business

12. Public Comment

13. Adjournment

Resolution #1616

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF DECEMBER, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF DECEMBER, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of DECEMBER, 1992 be approved:

3602 Library Page

Kwan, Laura
Lake, Kerryln
Sugisaki, Sojiro

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Adamcik, David
Barnes, Yvonne
Ochoa, Kristen

DOCUMENTS DEPT.
JAN 29 1993
SAN FRANCISCO
PUBLIC LIBRARY

/93

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: Tuesday, February 2, 1993

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of January 5, 1993
5. Consent Calendar

   A. Approval of Resolution #1617: Approval of temporary exempt and non-civil service appointments and separations

   B. Approval of Resolution #1618: Authorizing the City Librarian to apply for funds available from the U.S. Department of Education for a Project Read Student Support Service Program, which includes indirect costs in the amount of $1,667 or 5% of total grant ($34,997)

   C. Approval of Resolution #1619: Authorizing the City Librarian to apply for funds available from the U.S. Department of Education for a Project Read Tutor Support Service Program, which includes indirect costs in the amount of $1,355 or 5% of total grant ($28,445)

D. Approval of Resolution #1620: Authorizing the City Librarian to apply for funds available from the U.S. Department of Education for a **Project Read Outreach Project**, which includes indirect costs in the amount of $1,665 or 5% of total grant ($34,965)

E. Approval of Resolution #1621: Apply, accept and expend funds retroactively from the California Library Service Board Matching Funds for **Student Matching and Student Support Service Program**, which includes indirect costs in the amount of $2,278 or 5% of total grant ($45,545)

6. President's Report

   A. Financial stabilization and Independence Plan

   B. Commissioners' Cluster Assignments

7. City Librarian's Report: Kenneth Dowlin, City Librarian

   A. Adopt Implementation Strategy for Requested Reduction in 1993/94 Budget

   B. Update on Library Hours Survey

8. Finance and Operations Committee Report: Commissioner Dale Carlson, Committee Chair

   A. Update on Branch Library Renovation

   B. Update on New Main

   C. On-Line Catalog Briefing

9. Planning Committee Report

10. Librarians' Guild

11. New Business

12. Public Comment

13. Adjournment

1/28/93dm

Resolution #1617

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1993. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of JANUARY, 1993 be approved:

3602 Library Page

Denton, Rebecca
Hetmanek, Amata
James, Alexandra
Wingerson, Katherine
Yee, Terry

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Dally, Terra
Prosser, Danna

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. American Sign Language interpreters will be available upon request. Please contact Service for the Deaf or Hearing Impaired at 557-4433 at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4233 at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact Services for the Deaf and Hearing Impaired at 557- 4433 at least 72 hours in advance of need.

4. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meetings, individuals are requested to refrain from wearing perfume or other scented products.

5. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location include 42 Van Ness, 26 Valencia or 9 San Burno down Market. For information about MUNI's accessible service call 923-6142.

6. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

7. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

For a person who is deaf or hearing impaired to gain meeting information prior to the meeting, a TDD (Telecommunications Device for the Deaf) will be available by call 557-4434 (voice). In addition, the California Telephone Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-342-5833.

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16/93

Agenda

NOTICE OF SPECIAL MEETING

A special meeting of the San Francisco Public Library Commission will be held Tuesday, February 16, 1993, at 4:30 PM in the Lurie Room, Main Library.

1. Resolution #1622: Request for Authorization to Apply for a United State Department of Education Library Services and Construction Act (LSCA) Title V, Grant of $35,000 for the Purchase of Foreign Language Materials for 1993/94 FY.

2/8/93:dm

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meetings, individuals are requested to refrain from wearing perfume or other scented products.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location include 42 Van Ness, 26 Valencia or 9 San Burno down Market. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

Resolution #1622

(Grant - Federal Funds)

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR $35,000 IN GRANT FUNDS FROM THE U.S. DEPARTMENT OF EDUCATION LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) FOR THE PURCHASE OF FOREIGN LANGUAGE MATERIALS FOR THE FISCAL YEAR 1993/94 AND INDIRECT; INDIRECT COSTS NOT BEING INCLUDED IN THIS BUDGET.

WHEREAS, the San Francisco Public Library has been invited to apply for $35,000 in grant funds from the U.S. Department of Education Library Services and Construction Act (LSCA) Funds, Title V, 1993/94 FY, for the purchase of foreign language materials;

WHEREAS, the purpose of this grant is to purchase Spanish, Chinese and Japanese language reference books, popular reading materials, language learning materials in various formats for adults and children at three branches;

WHEREAS, these library materials will be use to enhance and expand the existing focussed collections at Mission, Chinatown and Western Addition Branches, and expand the collections at Mission and Chinatown in anticipation of branch renovation;

AND THEREFORE BE IT RESOLVED, that the San Francisco Public Library will apply for funds from LSCA, Title V, grant monies not to exceed $35,000 only to be used for the acquisition of foreign language books and other library materials; and be it

FURTHER RESOLVED, that the San Francisco Public Library has requested that the City exempt these funds from indirect costs so that the public not be denied access to %35,000 worth of much needed foreign language materials for children and adults; and be it

FURTHER RESOLVED, that this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

DOCUMENTS DEPT.
FEB 24 1993
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: Tuesday, March 2, 1993

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of February 2, 1993
5. Revision of Commission Bylaws including Scope Statements of Committees
6. Consent Calendar

   A. Approval of Resolution #1629: Approval of temporary exempt and non-civil service appointments and separations

   B. Approve Adoption of Resolution #1623: Support the American Library Association's Library Bill of Rights and Freedom to Read Statement

   C. Approve Adoption of Resolution #1624: Extend the Library's Support of Intellectual Freedom to Include All Formats in which Information is to be Found

D. Approval of Resolutions #1625, 1626 and 1627: Authorizing the City Librarian to accepting a Gift to the San Francisco Public Library for the Blind and Print Handicapped of a Computer Work Station, from Pacific Bell, the Bothin Foundation and the George S. Ladd Chapter No. 27 of the Telephone Pioneers of America in the amount of $16,986

E. Approval of Resolution #1628: Recommending Continuation of the School of Library and Information Studies at the University of California, Berkeley and Recruitment of a New Dean

7. President's Report

A. Announcement of Committee Appointments

8. City Librarian's Report: Kenneth Dowlin, City Librarian

A. Update on Current Children's Amendment Programs and Funding for FY 1993-94

B. Legislation to Permit Libraries to Retain Revenues Collected and to Accept Payment by Credit Card

C. Financial Report on New Main and Branches

D. Other Reports

9. Finance Committee Report: Commissioner Dale Carlson, Committee Chair

A. Automation Report

B. Status Report on Relocating Bike Rack from Main Library

C. Neighborhood Budget Forms

D. Other Reports

10. Planning and Policy Committee Report

A. Review Objectives of Cluster Assignments

B. Adopt Retreat Goals and Objectives

C. Introduce Director of Volunteer Services/ Update on Volunteer Program

D. Other Reports

11. Building and Facilities Committee

12. Librarians' Guild

13. New Business

14. Public Comment

15. Adjournment

2/23/93:dm

Resolution #1629

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1993. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of FEBRUARY, 1993 be approved:

1406 Senior Clerk

Meshel, Lauren

3602 Library Page

Burns, Bernard
Goldman, Adam

9738 Staff Assistant III, Special Project

Signorelli, Paul

AND FURTHER, That the following separations from Temporary, Exempt and Non-Civil Service appointments be approved:

1822 Administrative Analyst

Grover, Seema

ACCESSIBLE MEETING POLICY

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2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meetings, individuals are requested to refrain from wearing perfume or other scented products.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location include 42 Van Ness, 26 Valencia or 9 San Burno down Market. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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DRAFT

2-26-93

By
Kenneth E. Dowlin
City Librarian

San Francisco Public Library
Commission Committees Scope Statement

The Library Commission shall have three standing committees and may have additional ad hoc committees as needed from time to time. The responsibilities and duties of the committees are:

1. BUILDING AND FACILITIES COMMITTEE

The Buildings and Facilities Committee shall have general oversight for the library's construction and renovation projects for library facilities. This charge shall include:

a) a public forum for the discussion of the construction of the new Main Library and branch renovation program currently underway

b) information to the Commission to keep them up-dated on the progress of the projects

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P76.35

2. FINANCE COMMITTEE

The Finance Committee is charged with oversight of the budget planning and process, for evaluating fines and fees, and making recommendations to the Commission for the financial well being of the library programs. Activities include:

a) creating a proposed budget that includes an estimate of the necessary funds for the operation of the complete library system in 1996, including the attainment of goals and objectives as adopted by the Commission, and the development of a long term financial stabilization plan

b) providing Commission liaison with the Friends of the SF Library and other support groups for community support for library funding

c) reviewing the annual program of service and budget as presented by the library administration and recommending action to the full Commission

d) providing direction in service reductions in the event that the annual projected budget will not support the level of service currently provided or desired

e) reviewing all supplemental appropriation requests and making recommendations to the full Commission

f) reviewing all grants and gifts (over $5,000) and making recommendations to the full Commission concerning their acceptance or rejection

g) providing financial oversight to projects contained in the bond funded programs for capital construction

h) investigating other sources of revenue such as fees for specific services or for convenience of access

i) planning for future capital construction projects in conjunction with library staff and the Planning Department for San Francisco

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3. PLANNING AND POLICY COMMITTEE

The Planning and Policy Committee is charged with general review of goals and objectives for the library and providing a public forum for the consideration of policies affecting the public. Activities may include:

a) review of the vision statement, strategic goals and short term objectives of the library

b) maintenance of the bylaws and procedures of the Commission and the definitions of the responsibilities of Commissioners

c) a forum for determining needs for future facilities

d) support for efforts to create or locate funds for future capital projects such as local or state bond issues

e) review of the Collection Development Policy

f) implementation and maintenance of policies relative to the use of library facilities by the public. These policies include, but are not limited to:

1) use of meeting rooms in library facilities

2) hours of service at library facilities

3) rules related to the behavior of persons in library facilities

g) priorities to the full Commission for the scheduling of future programs that have been funded

:comchrg2

SAN FRANCISCO PUBLIC LIBRARY VOLUNTEER SERVICES

PROGRAM DEVELOPMENT TIMELINE

February 16 - April 15, 1993	Program design and development. Needs Assessment. Research. Develop program materials. Develop volunteer and staff orientations and training. Plan recruitment strategies and materials. Identify methods of assessing program. Identify pilot sites.
April 16 - May 3, 1993	Recruitment, orientation, and training. Placement of volunteers in 6-8 pilot sites to coincide with implementation of on-line public access catalog.
June, 1993 -	Monthly general volunteer orientation. Monthly volunteer training. Ongoing monitoring and assessment of program. Continued outreach and recruiting.
November, 1993	Explore options and begin design development for outreach programs (e.g., books to homebound, booktalking to schools, storytelling in recreation centers, etc).
April, 1994	Volunteer recognition event to coincide with National Volunteers Week.

FEBRUARY, 1993

Branch System Clusters

Below are listed the Branch Clusters. The Resource Branch is the first one listed.

Chinatown Cluster
- Chinatown Branch
- North Beach Branch
- Marina Branch
- Golden Gate Valley Reading Center

Richmond Cluster
- Richmond Branch
- Park Branch
- Western Addition Branch
- Presidio Reading Center

Mission Cluster
- Mission Branch
- Eureka Valley/Milk Branch
- Noe Valley/Brunn Branch
- Poterero Branch

Excelsior Cluster
- Excelsior Branch
- Bayview/Waden Branch
- Bernal Branch
- Glen Park Reading Center

Sunset Cluster
- Sunset Branch
- Merced Branch
- Parkside Branch
- Ortega Branch

West Portal Cluster
- West Portal Branch
- Ocean View Reading Center
- Visitation Valley Reading Center
- Portola Reading Center
- Ingleside Reading Center

Unassigned are the services supervised by the Assistant Chief of Branches:

- Library for the Blind
- Library on Wheels
- Jails Project

SAN FRANCISCO PUBLIC LIBRARY EXTENSION SERVICES DIRECTORY

AGENCY	ADDRESS	PHONE №	LIBRN/TECHN
ANZA [17]	550 - 37th Ave 94121	666-7160	Blanche Maulet
BAYVIEW/A. WADEN [13]	5075 - 3rd St 94124	468-1323	Lee Olivier
BERNAL HEIGHTS [21]	500 Cortland Ave 94110	695-5160	M. Jean Heverly
BRANCH ROOM [28]	Branch Dept., Main Lib.	557-4343	John Guarino
★ **CHINATOWN [3]**	1135 Powell St 94108	274-0275/6	Elsie Wong
EUREKA VALLEY/HMM [2]	3555 - 16th St 94114	554-9445/6	William Stanton
★ **EXCELSIOR [10]**	4400 Mission St 94112	337-4735/6	Joan Goldman
⊛ GLEN PARK [12]	653 Chenery St 94131	337-4740	Martha Neves
⊛ GOLDEN GATE VALLEY [9]	1801 Green St 94123	292-2195	David Lofting
⊛ INGLESIDE [11]	387 Ashton St 94112	337-4745	Linda Harris
JAILS PROJECT	Branch Dept., Main Lib.	557-4344	*Temp. Closed*
LIBRARY FOR THE BLIND [16]	3150 Sacramento St 94115	292-2022/1	Martin Magid
LIBRARY ON WHEELS [29]	Branch Dept., Main Lib.	557-4345/6	Kathleen Carroll
MARINA [23]	1890 Chestnut St 94123	292-2150/1	David Dale
MERCED [25]	155 Winston Dr 94132	337-4780	Sue Bizio
★ **MISSION [1]**	3359 - 24th St 94110	695-5090/1	Debbie Cornue
NOE VALLEY [7]	451 Jersey St 94114	695-5095	Roberta Greifer
NORTH BEACH [26]	2000 Mason St 94133	274-0270	Gardner Haskell
⊛ OCEAN VIEW [15]	111 Broad St 94112	337-4785	Myrtle Coleman
ORTEGA [24]	3223 Ortega St 94122	753-7120/1	Chris Ahrens
PARK [5]	1833 Page St 94117	666-7155	Ruth Vose
PARKSIDE [19]	1200 Taraval St 94116	753-7125	Kathy Maynard
⊛ PORTOLA [14]	2434 San Bruno Ave 94134	468-2232	Lillie Gorham
POTRERO [22]	1616 - 20th St 94107	285-3022	Thomas Tavis
⊛ PRESIDIO [6]	3150 Sacramento St 94115	292-2155	Mari DeWitt
★ **RICHMOND [4]**	351 - 9th Ave 94118	666-7165/6	Tim Williams
SOUTHERN READING CENTERS	Branches 11, 14, 15 & 18		Loretta Dowell
★ SUNSET [8]	1305 - 18th Ave 94122	753-7130/1	Glenda Goldwater
⊛ VISITACION VALLEY [18]	45 Leland Ave 94134	337-4790	Betty Williams
★ **WEST PORTAL [20]**	190 Lenox Wy 94127	753- 7135/6	Anne Kincaid
WESTERN ADDITION [27]	1550 Scott St 94115	292-2160	Joan Jackson

★ : *Cluster*

⊛ : *Reading Center*

RESOLUTION # 1625, 1626 &1627

ACCEPTING A GIFT TO THE SAN FRANCISCO PUBLIC LIBRARY FOR THE BLIND AND PRINT HANDICAPPED OF A COMPUTER WORK STATION, VALUED AT $16,986, FROM THE PACIFIC BELL, THE BOTHIN FOUNDATION AND THE GEORGE S. LADD CHAPTER NO. 27 OF THE TELEPHONE PIONEERS OF AMERICA.

Whereas, a computer work station will be purchased with the gift of $8,271 from Pacific Bell, $7,715 from the Bothin Foundation and $1,999 from the George S. Ladd Chapter No. of the Telephone Pioneers of America, and

Whereas, the computer work station will have voice output, scan printed material and enlarge print, and

Whereas, this equipment will be available for the use of the public at the San Francisco Public Library for the Blind and serve as a prototype for similar work stations at the new Main Library, and

Whereas, the San Francisco Public Library seeks to enhance its ability to reach all San Franciscans including those who cannot read printed material, and

Whereas, there are 1,456 San Franciscans who are legally blind and an additional 6,858 San Franciscans who are severely visually impaired, therefore, be it

Resolved, That the San Francisco Public Library Commission does hereby accept the gift of a $17,000 donated by Pacific Bell, the Bothin Foundation and the George S. Ladd Chapter of the Telephone Pioneers of America; and be it

Further Resolved, that the Library Commission expresses gratitude to the donors for their generosity and to Commissioner Coulter and Sherry Thomas of the Library Foundation for their efforts in soliciting the donations.

Resolution #1628

RECOMMENDING CONTINUATION OF THE SCHOOL OF LIBRARY AND INFORMATON STUDIES AT THE UNIVERSITY OF CALIFORNIA, BERKELEY AND RECRUITMENT OF A NEW DEAN.

WHEREAS, the Academic Planning Board will vote on February 24, 19923 to advise the Chancellor of the University of California Berkeley to either continue or close the School of Library and Information Studies, and

WHEREAS, the San Francisco Public Library benefits greatly from the research and graduates of this program at the University of California,

WHEREAS, libraries are striving to meet the challenges of providing information, knowledge and the joys of reading to our diverse communities in a changing information environment; and it is critical to have an academic program to provide the intellectual background as well as the specific skills needed, and

WHEREAS, The existing California graduate school library and information studies programs do not meet the current and growing demands for qualified information professionals. Closing this program would have a devastating impact on California libraries, and

RESOLVED, that a high quality academic and professional program in Library and Information Studies should be part of a world class university, such as Berkeley, and be it

RESOLVED, that the Board of Supervisors of the City and County of San Francisco acknowledges that libraries are critical to economy, educational system and quality of life in San Francisco; and, be it

FURTHER RESOLVED: That the Mayor and the Board of Supervisors of the City and County of San Francisco strongly urge Chancellor Chang-Lin Tien to oppose any recommendation to close this school and to immediately begin the process of recruiting a dean who can stabilize this program so that it may continue to meet the challenges of the field of information studies and benefit the libraries of San Francisco and the communities they serve.

City and County of San Francisco
Public Library Commission

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MAR 10 1993
SAN FRANCISCO
PUBLIC LIBRARY

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF SPECIAL MEETING

A **special meeting** of the San Francisco Public Library Commission will be held **Thursday, March 11, 1993**, at **4:30 PM** in the Lurie Room, Main Library.

1. Discussion on Revised 1993/94 Children's Services Plan

3/5/93:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
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STEVEN A. COULTER
SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: Tuesday, April 6, 1993

TIME: 3:30 P.M. **NOTE TIME CHANGE**

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of March 2, 1993 and March 11, 1993.
5. Consent Calendar

   A. Approval of Resolution #1630: Approval of Temporary Exempt and Non-Civil Service Appointments and Separations

   B. Approval of Resolution #1631: Acceptance of a Gift for the Chinatown Branch Library Relocation: Neel Parikh, Chief of Branches

   C. Approval of Resolution #1632: Acceptance a Gift from the Library Foundation of San Francisco in the Amount of $480,000, to Establish a Resource Collection for Learning Differences in the San Francisco Public Library: Kathy Page, Chief of Facilities Development

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San Francisco, CA 94102
Tel. (415) 557-4233

D. Approval Of Bylaws

6. President's Report

A. Commission Meeting Held in Memory of Mel Swig

7. City Librarian's Report: Kenneth Dowlin, City Librarian

A. Online Public Access Catalog, (OPAC)

B. Report on Senate Bill 566, Roberti

C. Status of Budget

D. Other Reports

8. Finance Committee Report: Commissioner Dale Carlson, Committee Chair

A. Other Reports

9. Planning and Policy Committee Report

A. Adopt Retreat Goals and Objectives

B. Review of the Collection Development Policy

C. Other Reports

10. Building and Facilities Committee

A. Recommendation to Adopt the New Seismic Branch Renovation Schedule for Richmond and Noe Valley

B. Discussion on Saturday Children's Project Report

C. City Attorney's Opinion on Shell Oil Contract

D. Report on Asian Art Museum's Joint Campaign Efforts for a November Bond Issue Election

E. Other Reports

11. Librarians' Guild

12. New Business

13. Public Comment

14. Adjournment

3/31/93:dm

Resolution #1630

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1993. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of MARCH, 1993 be approved:

3602 Library Page

Bresnahan, Ned
Hidalgo, Saul
Liedlich, Nancy
Walsh, Thomas
Zhang, Qiao

AND FURTHER, That the following separations from Temporary, Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Cheng, Clifford
Gauquier, Nancy
Green, Anita
Lipman, Leticia
Martinez, Cynthia
St-Louis, Tracy
Wong, Lenora

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meetings, individuals are requested to refrain from wearing perfume or other scented products.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: Tuesday, May 4, 1993

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of April 6, 1993
5. Consent Calendar

There will be no separate discussion on Consent Calendar items unless a request is made by a Commission member, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

A. Approval of Resolution #1635: Approval of Temporary Exempt and Non-Civil Service Appointments and Separations

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San Francisco, CA 94102
Tel. (415) 557-4233

B. Approval of Resolution #1636: Amending of the Memorandum of Understanding with the San Francisco Public Library and the San Francisco Library Foundation to Allow Mailing to Library users for the Purpose of Communications About the New Main Campaign.

C. Readoption of Resolution #1633: Senate Bill 566 (Roberti)

6. President's Report

A. Comments on Sacramento Public Library Incident

B. Discussion and Recommendation for Library Participation in November 1993, Cultural Facilities Improvement Bond

C. Other Reports

7. City Librarian's Report: Kenneth Dowlin, City Librarian

A. FY 1993-94 Budget Status

B. Other Reports

8. Finance Committee Report: Commissioner Dale Carlson, Committee Chair

A. Saturday Children's Project Report

B. Other Reports

9. Planning and Policy Committee Report

A. Update on Collection Development Policy

B. Other Reports

10. Building and Facilities Committee

A. Update on New Main Library

B. Update on Branch renovations

C. Other Reports

11. Librarians' Guild

12. New Business

13. Public Comment

14. Adjournment 4/28/93:dm

Resolution #1635

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF APRIL, 1993. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF APRIL, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of APRIL, 1993 be approved:

3602 Library Page

Berger, Jamie
Donaldson, Michael
Irwin, James
Termini, Nicole

AND FURTHER, That the following separations from Temporary, Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Liedlich, Nancy
Mann, Aidan

ACCESSIBLE MEETING POLICY

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meetings, individuals are requested to refrain from wearing perfume or other scented products.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

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MAY 25 1993
SAN FRANCISCO
PUBLIC LIBRARY

FRANK M. JORDAN
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President

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STEVEN A. COULTER
SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: Tuesday, June 1, 1993

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of May 4, 1993
5. Consent Calendar

There will be no separate discussion on Consent Calendar items unless a request is made by a Commission member, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

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8. Finance Committee Report: Commissioner Dale Carlson, Committee Chair

   A. Update Report on Automation

   B. Other Reports

9. Planning and Policy Committee Report: Commissioner Kopp, Committee Chair

   A. Update on Collection Development Policy

   B. Other Reports

10. Building and Facilities Committee: Commissioner Rosenberg, Committee Chair

   A. Update on New Main Library

   B. Update on Branch Renovations

   C. Discussion of Civic Center Study and the Consortium of a Consolidated Law Library and the New Main

   D. Other Reports

11. Librarians' Guild

12. New Business

13. Public Comment

14. Adjournment

5/24/93:dm

A. Approval of Resolution #1637: Amending Article I, Chapter 10 of the San Francisco Administrative Code by adding Section 10.11-4 thereof, to Allow Payment of Fees by Credit Card:

B. Approval of Resolution #1638: Amending Article XIII, Chapter 10 of San Francisco Administrative Code by Adding Section 10.11-4 thereof, to Allow Payment of Fees by Credit Card: Kenneth Dowlin

C. Resolution #1639: Authorizing the San Francisco Public Library to Apply for $82,000 in Grant Funds from the California State Library, Library Service and Construction Act (LSCA) Title III, to Establish a San Francisco African American History Network in Collaboration with the San Francisco African American Historical and Cultural Society Research Library and Archives (SFAAHCSRL&A) for FY 1993-94: Hope Hayes, Chief of Main

6. President's Report

A. Clarification Between Special Assessment Tax and Parcel Tax and the Impact of Senate Bill 566 (Robeti) on the Parcel Tax

B. Discussion of Proposed Parcel Tax to Benefit the San Francisco Public Library: President Herlihy

Public Comment: Interested Members of the Public Are encouraged to Express Their Comments Either in Person or in Writing on This Item. Sufficient Time Will Be Allotted to Allow Everyone Who Wishes to Speak the Opportunity.

C. Other Reports

7. City Librarian's Report: Kenneth Dowlin, City Librarian

A. FY 1993-94 Budget Status

B. Summary Update on Senate Bill 566 (Roberti)

C. Discussion of Current Activities of Friends of the San Francisco Public Library

D. Discussion of Current Activities of The San Francisco Public Library Foundation

E. Other Reports

ACCESSIBLE MEETING POLICY

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6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

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PUBLIC LIBRARY

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Mayor

JAMES P. HERLIHY
President

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1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF CANCELLED COMMISSION MEETING

The San Francisco Public Library Finance Committee meeting of Tuesday, June 15, 1993, has been CANCELLED Due To A Lack of Quorum.

6/8/93:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

NOTICE OF SPECIAL MEETING

SF
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6-17-93

A Special meeting
of the
San Francisco Public Library Commission
will be held
Thursday, June 17, 1993
4:00 p.m.
Lurie Room, Main Library
Civic Center
Larkin & McAllister Sts.

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PUBLIC LIBRARY

Discussion

Public Testimony and Possible Action relative to the Library's Financial Needs Plan and Parcel Tax

City and County of San Francisco
Public Library Commission

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Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING CHANGE

THE **REGULAR COMMISSION MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION** of TUESDAY, JULY 6, 1993 **HAS BEEN CHANGED TO TUESDAY, JULY 13, 1993 AT 4:30 PM.**

6/29/93:dm

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Tel. (415) 557-4233

ACCESSIBLE MEETING POLICY

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8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

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JUL 0 9 1993
SAN FRANCISCO
PUBLIC LIBRARY

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
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DALE A. CARLSON
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SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

AGENDA

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting of Tuesday, July 6, **has been changed as follows:**

DATE: **Tuesday, July 13, 1993**

TIME: **4:30 P.M.**

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of June 1, 1993 & June 17, 1993
5. Consent Calendar

There will be no separate discussion on Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

A. Approval of Resolution #1640: Approval of Temporary Exempt and Non-Civil Service Appointments and Separates

B. Adoption of Resolution #1641: Proposed Plan for Expenditures for Revenues Generated from the Parcel Tax

C. Adoption of Resolution #1642: Recommendation of the Mayor Requesting the Placement of Parcel Tax Issue on the Ballet

6. President's Report

A. Commission Meeting Held in Memory of Peter Winslow

C. Other Reports

7. City Librarian's Report: Kenneth Dowlin, City Librarian

A. FY 1993-94 Budget Status

B. Summary Update on Senate Bill 566 (Roberti)

C. Discussion of Current Activities of Friends of the San Francisco Public Library

D. Discussion of Current Activities of The San Francisco Public Library Foundation

E. Other Reports

8. Finance Committee Report: Commissioner Dale Carlson, Committee Chair

A. Other Reports

9. Planning Committee Report: Commissioner Gee Acting Committee Chair

A. Other Reports

10. Building and Facilities Committee: Commissioner Rosenberg, Committee Chair

A. Update on New Main Library

B. Update on Branch Renovations

C. Status of Rental for Temporary Site for Chinatown Branch

D. Briefing on the Civic Center Study and the Consortium of a Consolidated Law Library and the New Main

E. Other Reports

11. Librarians' Guild

12. New Business

13. Public Comment

14. Adjournment

7/14/93:dm

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

6

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AUG 06 1993
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission's Regular Monthly Commission meeting of Tuesday, August 3, **has been changed as follows:**

DATE: **Tuesday, August 10, 1993**

TIME: **4:30 P.M.**

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of July 13, 1993
5. Consent Calendar

There will be no separate discussion on Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

A. Approval of Resolution #1642: Approval of Temporary Exempt and Non-Civil Service Appointments and Separates

6. President's Report

A. Other Reports

7. City Librarian's Report: Kenneth Dowlin, City Librarian

A. FY 1993-94 Budget Status

B. Summary Update on Senate Bill 566 (Roberti)

C. Discussion of Current Activities of Friends of the San Francisco Public Library

D. Discussion of Current Activities of The San Francisco Public Library Foundation

E. Other Reports

8. Finance Committee Report: Commissioner Dale Carlson, Committee Chair

A. July Committee Meeting Cancelled

B. Other Reports

9. Planning Committee Report: Commissioner Gee Acting Committee Chair

A. July Committee Meeting Cancelled

B. Other Reports

10. Building and Facilities Committee: Commissioner Rosenberg, Committee Chair

A. Update on New Main Library

B. Update on Branch Renovations

C. Briefing on Temporary Site for Chinatown Branch

D. Briefing on the Civic Center Study and the Consortium of a Consolidated Law Library and the New Main

E. Other Reports

11. Librarians' Guild

12. New Business

13. Public Comment

14. Adjournment

8/4/93:dm

Resolution #1642

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1993. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of JULY, 1993 be approved:

3602 Library Page

Khuu, Tri
Levine, Karen
Pham Gina
Schneider, Claire

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Aaronson, Adam
Bishop, Rachel
Irwin, Jr. James

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, September 7, 1993**

TIME: **3:30 P.M.** **Note Time Change**

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Executive Session

   The Commission is holding an Executive Session to discuss a personnel matter Pursuant to Government Code Section 54957 and pending litigation pursuant to Government Code Section 54956.9 (b)(1).

5. Approval of Minutes of August 10, 1993

6. Consent Calendar

   There will be no separate discussion on a Consent Calendar item unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

   A. Approval of Resolution #1648: Approval of temporary exempt and non-civil service appointments and separations.

7. Resolutions Recommended for Approval by Committee

A. Approval of supplemental appropriation for the fiscal year of 1993/94.

B. Approval of Resolution #1643: To accept and expend $35,000 in grant funds from the U.S. Department of Education Library Services and Construction Act (LSCA) for the purchase of Foreign Language Materials for the Fiscal Year 1993/94; waiving indirect costs.

C. Approval of Resolution #1644 for authorization of Fuhrman Fund expenditure for FY 1993/94: Resolved that the San Francisco Public Library Commission authorizes the expenditure of $311,000 for fiscal year 1993/94 for the interest accrued from the Fuhrman Fund investments, the funds to be expended for the purchase of materials in the fields of economics and political science.

D. Approval of Resolution #1645: To apply for, accept and expend funds not to exceed $64,021 available through the California State Library from Title 1 of the Library Services and Construction Act (LSCA) for major urban resource libraries for fiscal year 1993/94; waiving indirect costs.

E. Approval of Resolution #1646: Requesting approval by the Board of Supervisors for amending Article XIII, Chapter 10 of the San Francisco Administrative Code by amending Section 10.117-13 thereof to enlarge the types of revenues that may be deposited in the fund and enlarging the purposes for which proceeds in the fund may be expended.

F. Approval of Resolution #1647: Acceptance of gift of $955,106 from the San Francisco Library Foundation for operation of the telephone information program for fiscal year 1993/94 and 1994/95.

G. Approval of Resolution #1648: Acceptance of gift of $340,395 for the implementation of the Referral Center and the operation of the Online Community Access Program at the San Francisco Public Library for FY 1993/94 and 1994/95.

H. Approval of Resolution #1649: Authorizing the San Francisco Public Library to apply for funds not to exceed $20,000 available through the California State Library from the Library Services and Construction Act (LSCA) for improving library services for immigrant populations for the fiscal year 1993/94; waiving indirect costs.

8. Public Comment

9. Executive Session

The Commission is holding an Executive Session to evaluate the performance of the City Librarian pursuant to Government Code Section 54957.

10. Adjournment

8/31/93:dm

Resolution #1648

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1993. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of AUGUST, 1993 be approved:

3602 Library Page

Carlota, Norman
Hoffman, Miranda
Lei, Stacy
Minapara, Nasseem

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Brandan, Kearney
Fetico, Samara
Pham, Gina
Yiu, Michelle
Zhang, Qiao

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

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2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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PUBLIC LIBRARY

NOTICE OF SPECIAL MEETING

The San Francisco Public Library Commission will meet in Executive Session as follows:

DATE: **Monday, September 13, 1993**

TIME: **3:30 P.M.**

PLACE: Lurie Room, Main Library

AGENDA:

The Commission is continuing to evaluate the performance of the City Librarian, pursuant to Government Code Section 54957.

Adjournment

9/8/93:dm

ACCESSIBLE MEETING POLICY

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City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DONNA MILLER CASEY
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

AGENDA

NOTICE OF SPECIAL MEETING

The San Francisco Public Library Commission will meet in Executive Session as follows:

DATE: **Tuesday, September 21, 1993**

TIME: **3:30 P.M.**

PLACE: Lurie Room, Main Library

AGENDA:

The Commission is continuing to evaluate the performance of the City Librarian, pursuant to Government Code Section 54957.

Adjournment

9/14/93:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

ACCESSIBLE MEETING POLICY

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6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

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City and County of San Francisco
Public Library Commission

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MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, October 5, 1993**

TIME: **4:30 P.M.**

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of September 7, 1993
5. Consent Calendar

There will be no separate discussion on Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

   A. Approval of Resolution #1650: Approval of temporary exempt and non-civil service appointments and separations.

6. **President's Report**

   A. Announcement of completion of City Librarian's formal evaluation process.

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Tel. (415) 557-4233

B. Establishment of Commission Quarterly Review Special Meetings effective January, April, July and October of 1993 at 3:30 p.m., Lurie Room.

C. Other reports

7. **City Librarian's Report: Kenneth Dowlin, City Librarian**

A. Status report on fiscal year 1993/94 budget

B. Discussion on the cost of processing both English and non-English language materials.

C. Summary update on Senate Bill 566 (Roberti)

D. Discussion of current activities of the Friends of the San Francisco Public Library.

E. Discussion of current activities of The San Francisco Public Library Foundation.

F. Report on collaborative Prop J proposals

G. Other reports.

8. **Finance Committee Report: Commissioner Mark Orsi, Committee Chair**

A. Report on automation program

B. **Approval of Resolution #1646:** Amending Article XIII, Chapter 10 of the San Francisco Administrative Code by Amending Section 10.117-13 thereof to enlarge the types of revenues that may be deposited in the fund and enlarging the purpose for which proceeds in the fund may be expended.

C. **Approval of Resolution #1651:** Authorizing the San Francisco Public Library to accept and expend $88,090 in grant funds from the California State Library/Library Services and Construction Act (LSCA) to establish the San Francisco African American History Network in collaboration with the San Francisco African American Historical and Cultural Society Research Library and Archives for the fiscal year 1993/94. Indirect costs of 8% are included in this award.

D. **Approval of Resolution #1652:** Authorizing the City Librarian to accept and expend $18,215 in funds available through the California State Library from Title III of the Library Services and Construction Act (LSCA) for the creation of online chinese language bibliographic records for the fiscal year 1993/94. Indirect costs of 5% are included in this award.

E. **Approval of Resolution #1653:** Authorizing the San Francisco Public Library to accept and expend $34,997 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Student Support Service Program. Indirect costs of 5% are included in this award.

F. **Approval of Resolution #1654:** Authorizing the San Francisco Public Library to accept and expend $28,455 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Tutor Support Service Program. Indirect costs of 5% are included in this award.

G. **Approval of Resolution #1655:** Authorizing the San Francisco Public Library to accept and expend $34,965 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Student Outreach Service and Ethnic Minority Volunteer Outreach Project. Indirect costs of 5% are included in this award.

H. **Approval of Resolution #1656:** Authorizing supplemental appropriation for fiscal year 1993/94 to fund relocation and operation of Mission Branch Library during branch renovation at 3359-24th Street.

I. Other reports

9. **Planning Committee, Commissioner Steven Coulter, Committee Chair**

A. Briefing on advisory role of Special Collections and the Library Compact.

B. Review and discussion of Commission ByLaws

C. Approval of Resolution #1657: Authorizing the City Librarian to change branch library schedules the week of Thanksgiving, November 22 - 25, 1993.

D. Other reports

10. **Building and Facilities Committee, Commissioner Barbara Rosenberg, Committee Chair**

A. Briefing on New Main Library progress

B. Briefing on Branch Renovations

C. Report on status of Muni Day Pass Distribution

D. Other Reports

11. Librarians' Guild

12. New Business

13. Public Comment

14. Adjournment

9/28/93:dm

Resolution #1650

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1993. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of September, 1993 be approved:

3602 Library Page

Allen, Sarah
Bassett, Marcia
Chan, Stephen
Dyson, Tracy
Lee, Soomee
Martinez, Cynthia
Mendosa, Melissa
Silva, Ronald
Simon, Latisha
Walsh, Thomas

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Beneby, Emery
Custodio, Andre
Huynh, Tracey
Levine, Karen
Mallory, Dazell
Marston, Matthew
Schneider, Claire

ACCESSIBLE MEETING POLICY

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

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MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF SPECIAL MEETING

The San Francisco Public Library Commission will attend a seminar as follows:

DATE: **Saturday, October 23, 1993**

TIME: **10:00 a.m. to 12:00 noon**

PLACE: **Board of Supervisors Chambers**
City Hall (2nd floor)

AGENDA:

Mayor Frank Jordan has requested that the City Attorney's office conduct a conflict of interest seminar for members of all City boards and commissions and all department heads. The purpose of the seminar will be to provide a comprehensive review of all state and City conflict of interest laws and review the provisions of the Sunshine Ordinance, with special emphasis on those provisions relating to public access to meetings.

9/15/93:dm

Main Library, Civic Center
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Tel. (415) 557-4233

ACCESSIBLE MEETING POLICY

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City and County of San Francisco
Public Library Commission

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ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, November 2, 1993**

TIME: **4:30 P.M.**

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of October 5, 1993
5. Consent Calendar

There will be no separate discussion on Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

   A. Approval of Resolution #1658: Approval of temporary exempt and non-civil service appointments and separations

6. **President's Report**

   A. Other reports

Main Library, Civic Center
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7. **City Librarian's Report: Kenneth Dowlin, City Librarian**

   A. Status report on fiscal year 1993/94 budget

   B. Status of Senate Bill 566 (Roberti)

   C. Discussion of current activities of the Friends of the San Francisco Public Library

   D. Discussion of current activities of The San Francisco Public Library Foundation

   E. Briefing of Book Festival activities

   F. Briefing of new library cards

   G. Discussion of the Shanghai Sister City Program

   I. Other reports

8. **Finance Committee Report: Commissioner Mark Orsi, Committee Chair**

   A. Briefing on library automation projects

   B. Discussion of the cost of processing both English and non-English language materials

   C. **Approval of Resolution #1659:** Authorizing the San Francisco Public Library to apply, accept and expend $51,056 in grant funds from the State Matching Fund for Project Read Tutor Student Support and Outreach Service Program. Indirect costs of 5% are included in this award

   D. **Approval of Resolution #1660:** Authorizing the Real Estate Department to extend the lease for oil production with Shell Oil Company through the year 2020

   E. **Approval of Resolution #1661:** Authorizing the San Francisco Public Library to accept a gift of 744 video tapes from the John D. and Catherine T. MacArthur Foundation

   F. Other reports

9. **Planning Committee, Commissioner Steven Coulter, Committee Chair**

   A. Progress report of Commission bylaws draft

   B. Other reports

10. **Building and Facilities Committee, Commissioner Barbara Rosenberg, Committee Chair**

    A. Update on New Main Library

    B. Report on status of Muni Day Pass Distribution

    C. Other reports

11. Librarians' Guild

12. New Business

13. Public Comment

14. Adjournment

10/25/93:dm

Resolution #1658

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF OCTOBER, 1993. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF OCTOBER, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of October, 1993 be approved:

3602 Library Page

Mallory, Dazell

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Roy, Karen

ACCESSIBLE MEETING POLICY

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MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

Agenda.

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, December 7, 1993**

TIME: **4:30 P.M.**

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of November 2, 1993
5. Consent Calendar

There will be no separate discussion of Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

A. Approval of Resolution #1662: Approval of temporary exempt and non-civil service appointments and separations

Main Library, Civic Center
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Tel. (415) 557-4233

6. **President's Report: James Herlihy**

   A. Public Hearing of the Children's Service Plan Draft 1994/95, from the Mayor's Office of Children, Youth and Their Families

   B. Appointment of Nominating Committee for new officers for year 1994

   C. Other reports

7. **City Librarian's Report: Kenneth Dowlin, City Librarian**

   A. Status report on fiscal year 1993/94 budget

   B. Appointment of BALIS representative

   C. Discussion of current activities of the Friends of the San Francisco Public Library

   D. Discussion of current activities of Library Foundation of San Francisco

   E. Status update on Mission Branch temporary site

   F. Discussion of reopening contract bids for Chinatown Branch renovation

   G. Report of priority scheduling of branch renovation, ESPII funding

   H. Other reports

8. **Finance Committee Report: Commissioner Mark Orsi, Committee Chair**

   A. Briefing on Mayor's budget guidelines 1994/95

   B. **Approval of Resolution #1663:** Authorizing the San Francisco Public Library to apply for funds not to exceed $16,617 available through the California State Library from the Library Services and Construction Act (LSCA) to enhance the public computer work station at the San Francisco Public Library Blind and Print Handicapped by adding braille capabilities; waiving indirect costs

C. **Approval of Resolution #1664:** Authorizing the San Francisco Library to accept and expend funds not to exceed $5,000 available through the California State Library from Title III of the Library Services and Construction Act (LSCA) for improving library services for immigrant populations for FY 1993/94. Indirect costs are not included in these funds.

D. Other reports

9. **Planning Committee, Commissioner Steven Coulter, Committee Chair**

A. **Approval of Resolution #1665:** In recognizing the work of the Shanghai Sister City Library Committee and pledging our cooperation in providing appropriate housing of the Shanghai Sister City Library collection in the New Main Library.

B. **Approval of bylaw revision

C. Other reports

10. **Building and Facilities Committee, (December 7, 1993, meeting postponed) Commissioner Barbara Rosenberg, Committee Chair**

A. Other reports

11. Librarians' Guild

12. New Business

13. Public Comment

14. Adjournment

**Advance copies of the revised bylaws are available in the Commission Secretary's Office, 45 Hyde 2nd Floor, SF, CA 94102.

11/29/93:dm

Resolution #1662

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1993. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of November, 1993 be approved:

3602 Library Page

Amato, Matthew
Fillius, Christophe
Lamzaki, Demetrios
Moshesh, Irene

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Sherrod, Michael
Stites, James

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DONNA MILLER CASEY
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF SPECIAL MEETING

A Special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, December 21, 1993

TIME: 2:00 p.m.

PLACE: Lurie Room, Main Library.

1. Motion to approve change of regular Commission meeting date from January 4, 1994 to January 11, 1994.

2. Discuss and refine Library Commission budget priorities for fiscal year 1994/95.

12/13/93:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

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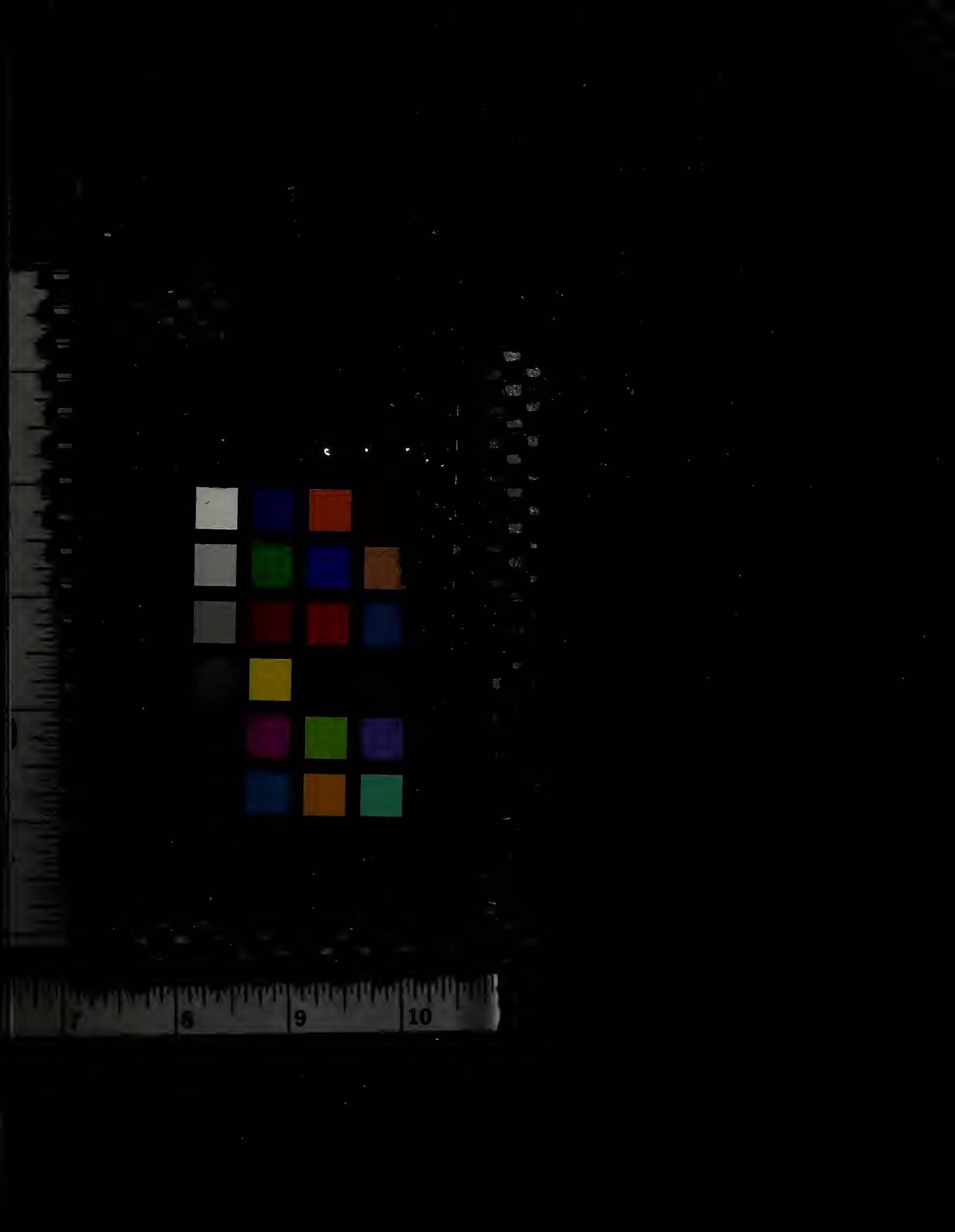
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